

# Senior Sustainability Projects Officer

<b>Team</b>	<b>Sustainability &amp; Waste</b>
<b>Division / Section</b>	Community & Environmental Planning
<b>Location</b>	Drummoyne Civic Centre
<b>Classification/Grade/Band</b>	<b>Grade 10</b>
<b>Position Code</b>	<b>CB0307</b>
<b>Date position description approved</b>	October 2020

## Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

## Primary purpose of the position

- To develop, implement, review and manage environmental projects and programs to meet the objectives of Council's community strategic plan.
- To integrate and promote sustainability principles throughout Council's operations to mitigate the impacts of procurement, fleet, energy, water and greenhouse gas emissions.
- To engage and educate staff and the community in the area of environmental sustainability through a variety of media including efficiency reporting, community and staff newsletters, and web information.
- To encourage the evolution of an organisational culture that supports and adopts a sustainable approach to operational management and service delivery.
- To provide specialist professional advice internally and externally on issues and projects in relation to sustainability and the environment.
- To plan and carry out work activities to ensure that legislative, management plan, budgetary and work plan requirements are met.

## Key accountabilities

### Technical/Operational

- Develop, implement and lead Council's environmental programs and projects including community engagement programs
- Identify, develop and lead regional environmental projects and programs
- Manage Council's environmental data platform monitoring emissions, water, gas, and electricity use
- Provide strategic direction on Council's environmental performance and identify opportunities to assist in achieving Council's targets

- Prepare environmental strategic plans, reports and environmental policy documents to enhance environmental sustainability initiatives
- Undertake administrative roles including minute taking, Council reports, written correspondence and project planning as required.

### **Management & Leadership**

- Contribute to the development of team goals and priorities and to the enhancement of team performance.
- Manage the appointment, work program, financial aspects and outcomes of consultant contracts and Council staff in project development and delivery
- Provide strategic management and co-ordination for environmental projects and programs
- Undertake development, training and mentoring of staff within the sustainability team and the manage the student placement program

### **Financial**

- Identify and facilitate internal funding and grant funding opportunities from Council, State and Federal government and private sector project and program initiatives.
- Facilitate delivery of environmental program or projects within agreed timeframes and budgets.
- Manage and report on the financial planning and expenditure of the projects, including management of operational and capital costs.
- Develop business case proposals and seek funding to meet environmental objectives and outcomes

### **Communication, Consultation & Engagement**

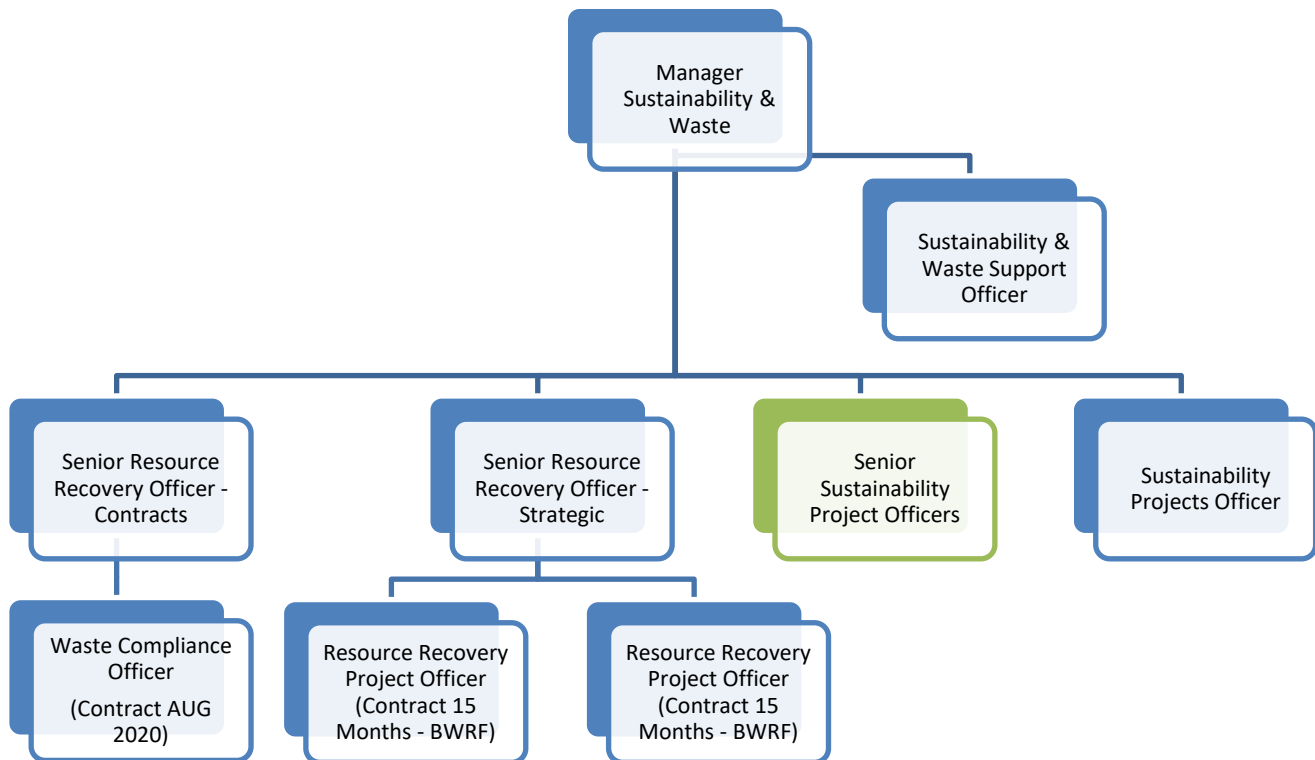
- Lead community meetings, workshops and seminars
- Develop Councils Sustainability education and communication material
- Work with staff from all Council departments on sustainability issues identified in Councils community strategic plan and relevant environmental strategies.
- Lead and develop networks, partnerships and advocacy mechanisms with key stakeholders within the public and private sectors, to help facilitate the implementation of projects and programs
- Actively seek new ideas and innovations in the delivery of projects and services and work collaboratively to realise these.
- Work with partners to co-create and develop co-operative projects across the region

### **General**

- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Proactively support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to identify process, policy and operational improvements.
- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.
- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below
- Carry out additional tasks within your skills set as assigned by your Supervisor.

## Position/Department Structure

This position reports to Manager, Sustainability & Waste



## Essential Knowledge, Skills and Experience (Essential Criteria)

- Tertiary qualifications relevant to environmental sustainability including environmental science, environmental management and/or proven experience (greater than 5 years)
- Excellent communication skills (verbal and written) including confidence in dealing with the community, high level organisational consultation
- Demonstrated experience in project management, including budget management, contract administration, consultants' briefs and grant applications.
- Ability to develop environmental strategy and policy
- Ability to analyse data, manage databases and prepare reports
- Innovation and creativity in identifying and implementing solutions to problems
- Highly developed organisational skills with exceptional time management skills
- Ability to work both autonomously and in a team environment

## Desirable Knowledge, Skills and Experience (Desirable Criteria)

- Experience in managing web based data management software systems
- Water, energy and greenhouse gas reporting experience
- Community engagement experience

# Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director

# SCHEDULE OF OPERATIONAL RESPONSIBILITIES

## 1. Work, Health & Safety Responsibilities

### 1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### 1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.2.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.2.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.2.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.2.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.2.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.2.8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.

- 1.2.9. Including safety training and equipment in budgets.
- 1.2.10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.11. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- 1.2.13. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.14. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.15. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- 1.2.17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.19. Ensuring workers are supervised by a competent person.
- 1.2.20. Ensuring amenities are maintained in a safe and healthy condition at all times.

### **1.3. Manager**

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- 1.3.1. Advising the Executive of WHS issues.
- 1.3.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.3.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.3.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.3.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.3.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.3.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.3.8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- 1.3.9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
- 1.3.10. Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- 1.3.11. Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- 1.3.12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.
- 1.3.13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.

- 1.3.14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- 1.3.15. Effective procedures are in place, and are implemented, to identify hazards.
- 1.3.16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBU's undertaking the work activity.
- 1.3.17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- 1.3.18. Appropriate amenities are available for all workers and PCBU's whilst they are in the workplace.
- 1.3.19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

## 2. Workplace Behaviour Standards and Expectations

### 2.1. Employees' Responsibilities

- 2.1.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
  - 2.1.2. Embracing diversity and supporting inclusive workplaces
  - 2.1.3. Recognising different styles and perspectives
  - 2.1.4. Contributing to open communication and information sharing
  - 2.1.5. Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

### 2.2. Managers' Responsibilities

- 2.2.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for:
  - 2.2.2. Not diminishing or seeking to excuse reported instances of harassment or bullying
  - 2.2.3. Providing constructive, regular, reasonable performance guidance
  - 2.2.4. Embracing diversity and supporting an inclusive workplace
  - 2.2.5. Recognising and appreciating different working styles and perspectives
  - 2.2.6. Allocating duties fairly, setting clear expectations and realistic deadlines
  - 2.2.7. Monitoring potential for and acting promptly on, bullying or harassing behaviour

## 3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## 4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

## 5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

Value	Value Statements
<b>We act with integrity</b>	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
<b>We empower our people</b>	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.
<b>We are respectful</b>	We listen to each other with an open mind. We build relationships on mutual respect. We are open, honest and constructive in our communication. We are inclusive and embrace diversity. We will respond to our community in a timely and responsible manner.
<b>We work together</b>	We care about each other and about our community. We are committed to building and maintaining a safe environment for our people. We support our people to perform at their best and celebrate achievements. We collaborate to get the best out of each other. We work with our community to build a better future.
<b>We innovate</b>	We encourage and value ideas that will improve services for our community. We are creative problem solvers and are committed to creative thinking. We will be better tomorrow than we are today, building on past success. We continuously improve and challenge ourselves to deliver better outcomes.



# 9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Initialed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director

## SKILL PROGRESSION & ASSESSMENT RECORD



<b>Generic skills – Apply to all salary steps</b>							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<i>Accept responsibility for and manage own work</i>							
Work area is well organised and safe in accordance with relevant standards/policies							
Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken							
Workload is reviewed and prioritised within allocated timeframes							
Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct							
Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes							
<i>Communication</i>							
Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times							
<i>Code of Conduct, organisational policies, operating management standards and procedures</i>							
Comply with the requirements of Council's Code of Conduct							
Comply with Workplace Behaviour Standards & Expectations Policy							
Comply with all organisational policies, operating management standards and procedures							
<i>Customer Service</i>							
Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy							
A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines							
Complaints or disputes are identified and resolved promptly or referred to the appropriate person(s)							
<i>EEO</i>							
The principles of equal employment opportunity are observed and implemented							

Generic skills – Apply to all salary steps							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<i>Maintain Records</i>							
Confidentiality of information and records is maintained							
Records are secured, accessible, accurate and up to date							
Complies with Council's Records Management Policy and the State Records Act 1998							
<i>Organisational Values</i>							
<i>We act with integrity</i>							
<i>We empower our people</i>							
<i>We are respectful</i>							
<i>We work together</i>							
<i>We innovate</i>							
<i>Sustainability</i>							
Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies and procedures							
<i>WHS and Risk Management</i>							
Take reasonable care for the health and safety of themselves and others							
Cooperate with any reasonable policy or procedure of Council in relation to WHS							
Reports all incidents, hazards and near misses to their direct supervisor							
Use Personal Protective Equipment (PPE) where appropriate							
Maintain all tickets, licences, operative training etc., required for the job.							
Attend all specified training and induction courses							
Participate in workplace inspections							

**Essential Qualifications and Experience**

**Step 1**

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

**Step 2**

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

**Step 3**

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 3							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 4							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 5 – Work plan									
Part 1 – To be derived from Operating Plan									
Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
<b>EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position</b>									

**Step 5 – Work plan**

**Part 1 – To be derived from Operating Plan**

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
<i>Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues</i>	<i>Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.</i>	<i>Responsible for community engagement program which includes:</i> <ul style="list-style-type: none"> <li><i>Citizen's Panel review of Council services</i></li> <li><i>Customer Satisfaction Surveys</i></li> </ul>							

**Step 5 – Work plan**

**Part 2 – General, Planned and Ongoing Activities (including Professional Development opportunities)**

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
<i>Example</i>	<i>Taking on higher level responsibilities</i> <i>Exposure to other work activities</i> <i>Improvements in current work practices</i>								

Step 6 – Work plan									
Part 1 – To be derived from Operating Plan									
Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
<b>EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position</b>									
Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues	Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.	Responsible for community engagement program which includes: <ul style="list-style-type: none"> <li>Citizen's Panel review of Council services</li> <li>Customer Satisfaction Surveys</li> </ul>							

Step 6 – Work plan									
Part 1 – General, Planned and Ongoing Activities (including Professional Development opportunities)									
Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
Example	Taking on higher level responsibilities Exposure to other work activities Improvements in current work practices								

**Agreement**

The skills descriptors are current and accurately reflect the requirements of the position.

Manager name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

