

## Position Description

<b>Position title:</b>	<b>Innovation &amp; Sustainability Officer</b>
<b>Directorate:</b>	Strategy and Engagement
<b>Service Unit:</b>	Community, Strategy and Innovation
<b>Reports to:</b>	City Innovation Manager
<b>Direct reports:</b>	Nil
<b>Salary point:</b>	14
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue, Newcastle CBD
<b>Date revised:</b>	January 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Community, Strategy and Innovation?

The Community, Strategy and Innovation (CSI) unit provides internal services to enable plans, activities and services to be developed, monitored, delivered and reported. CSI also works externally across other levels of government promoting Newcastle, advocating for our community and driving innovation and economic opportunities.

CSI is actively working with partners to establish the city as a 'Living Lab', a place to encourage experimentation, research and the development of solutions to city challenges and issues. The Living Lab framework includes digital and technology capabilities that enable prototyping, testing and evaluation of new products, services and ideas.

Our vision is to deliver on the Newcastle 2030 Community Strategic Plan and CN's adopted Delivery Program and Operational Plan through:

- Corporate strategy and economic development across the Greater Newcastle Metropolitan area, promoting investment, viable business conditions and jobs growth;
- Innovation to improve our Newcastle lifestyle and attract investment and jobs;
- Development of government and key stakeholder relations, collaborations and partnerships to promote Newcastle; and

- Community planning and development, including advocacy for and on behalf of our community to resolve local issues.
- Environmental Resilience and Sustainability

**What's the focus of this position?**

The Innovation & Sustainability Officer will be supporting the effective project management and coordination of diverse and complex innovation and sustainability focused projects.

The key challenge of the role will be to implement CN project management practices that support a quality management approach to projects, environmental sustainability and cost-effective project solutions and administer the work activities of the team to meet the service unit and Council's strategic direction.

**What you'll be doing:**

- Undertake site investigations, design feasibility, specifications and cost estimates to develop innovative and sustainability focused projects ready for implementation.
- Independently manage complex technical (including civil and electrical) components of multi-disciplinary projects to deliver high quality outcomes.
- Manage grant funding and project budgets and identify and apply for relevant grant funding opportunities.
- Develop and maintain strategic partnerships with key stakeholders, government agencies and community groups that support the cost-effective delivery of Council's identified goals and targets.
- Liaise closely with other service unit areas to provide and interpret specialist advice and technical expertise, supporting collaborative and inclusive working relationships that deliver successful project outcomes.
- Effectively coordinate civil, electrical and communication design processes, consultant and contractor engagement, contract administration and management, project budgets, monitoring and quality control of project delivery.
- Maintain a detailed understanding of best practice technology and materials that provide high sustainability outcomes in areas such as energy and fuel efficiency, recycled products and low emissions materials for use in project construction and delivery.
- Undertake specific activities which focus on team development such as improved work methods, preparation and the development of team processes and flowcharts, maintenance of technical procedures, quality systems, project documentation and close-out as per CN procedures.
- Ensure adherence to Council's WHS and Environmental policies and procedures in relation to management of projects, contract management and internal and external resources.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- Diploma of Civil Construction Design or equivalent.
- Demonstrated experience and expertise in interpreting and collating civil and electrical design documentation including using computer aided engineering design software (preferably 12D).
- Demonstrated experience in all phases of civil and electrical project management and delivery including consultation, management of contractors and consultants, risk management and environmental review.
- A high level of technical competence through the application of knowledge and skills in other disciplines and related areas such as asset management and structural, electrical, geotechnical, environmental, heritage and legal documentation.
- A high level of written and verbal communication skills including ability to independently negotiate outcomes and resolve project related conflicts and priorities.
- Well developed analytical, research and problem solving skills.
- Demonstrated ability to prepare and manage budgets.
- C Class Driver's Licence.

**Other valuable skills you may have:**

- Working knowledge of the tendering regulations within the Local Government Act, including a thorough understanding of probity requirements relating to the delivery of Council projects.
- Demonstrated knowledge of government legislation and policies relating to environment and resource issues and their impact on the Newcastle community
- Demonstrated experience in delivering energy and resource efficiency or construction projects with a focus on new and emerging technologies.
- Demonstrated experience in managing and maintaining strategic partnerships with key stakeholders, government agencies, industry and community groups
- Demonstrated experience and familiarity with Geographic Information Systems and Mapping Systems (preferably using ESRI).



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### We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	