

Coordinator Sustainability

August 2024

details

Department	Sustainability & Resilience
Division	City Planning
Supervisor	Manager, Sustainability & Resilience
Direct Reports	3
Grade	18
Delegation of Authority	NA
Budget	Nil

purpose

Lead a small team within the Sustainability & Resilience team, with a dedicated focus on sustainability. Responsible for managing operational and strategic needs of the section including tactical thinking and direction, facilitating collaborative relationships, resourcing responsibilities, motivating and developing team members and personal accountability for achieving Sustainability team outputs and objectives.

key accountabilities

- Strategy Development and Implementation:** Lead the development and implementation of comprehensive sustainability strategies aligned with organisational objectives, ensuring integration across departments and functions. Provide strategic support to the Manager, Sustainability & Resilience on departmental strategies, policies and plans.
- Project delivery:** Set clear goals, targets, and timelines for sustainability initiatives and projects, and oversee their execution to achieve measurable results.
- Team Leadership and Management:** Provide leadership to the team, fostering a collaborative, inclusive and high-performing work environment. Set clear expectations, provide coaching and guidance, and support professional development opportunities for team members to enhance their skills and capabilities. Delegate tasks effectively, monitor progress, and ensure timely completion of deliverables.
- Cross-functional Collaboration:** Collaborate closely with, and establish cross-functional teams, including Communications, Finance, Waste, Major Projects, Technical Services and Purchasing and Contracts to integrate sustainability principles into business practices and decision-making processes. Role model collaboration and coach team members to partner across Council for projects and initiatives. Facilitate cross-departmental collaboration and alignment to maximize the impact of sustainability initiatives and drive organisational change.

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INTEGRITY – CUSTOMER FOCUS – ACCOUNTABILITY – RESPECT – EXCELLENCE

5. **Stakeholder Engagement and Partnership:** Build and maintain strong relationships with internal stakeholders, including senior leadership, department heads, and employees, to garner support for sustainability efforts and foster a culture of sustainability throughout the organisation.

Cultivate partnerships with external stakeholders, including NGOs, government agencies, industry groups, and community organisations, to leverage resources, expertise, and networks for collective action on sustainability issues. Identify opportunities to better leverage external partnerships to progress Council's sustainability outcomes.

6. **Performance Monitoring and Reporting:** Develop and implement systems to track and measure key performance indicators (KPIs) related to sustainability goals and objectives. Prepare regular reports and presentations to communicate progress, achievements, and challenges to senior management, stakeholders, and relevant external audiences.
7. **Continuous Improvement and Innovation:** Stay abreast of emerging trends, best practices, and innovations in sustainability, and incorporate relevant insights into strategies and initiatives. Role model continuous improvement within the Sustainability & Resilience team and identify opportunities for culture, process and team improvements to enhance team efficiency, effectiveness and impact.
8. **Risk Management and Compliance:** Identify and assess potential risks and opportunities related to sustainability issues, and develop mitigation strategies to address risks and capitalize on opportunities. Ensure compliance with relevant regulations, standards, and reporting requirements pertaining to sustainability, and provide guidance to ensure adherence across the organisation.

knowledge, skills and abilities






ESSENTIAL

1. Relevant tertiary qualifications in sustainability, environmental science or related discipline together with relevant work experience in the sustainability sector.
2. Experience in sustainability leadership roles, with demonstrated success in developing and implementing sustainability strategies and initiatives.
3. Strong understanding of environmental, social, and economic sustainability issues, trends, and best practices.
4. Excellent leadership, communication, and interpersonal skills, with the ability to inspire and motivate teams and stakeholders towards shared goals.
5. Proven track record of building and managing effective cross-functional teams and fostering collaboration across diverse stakeholders.
6. Strategic thinker with analytical skills and the ability to translate complex concepts into actionable plans and initiatives.
7. Experience in project management, performance monitoring, and reporting, with a focus on delivering results and driving continuous improvement.
8. Familiarity with relevant sustainability frameworks, standards, and certifications
9. Passion for sustainability and a commitment to making a positive impact on the environment and society.

DESIRABLE

1. Knowledge and experience in Local Government

capability framework

Capability group	Capability Name	Level
 Personal Attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Achieving Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Managing Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

corporate requirements

Position falls under the definition of child related employment	NO
WHS General Construction Induction (White) card	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Criminal History Check	NO
Record keeping responsibilities	YES
Delegations Decisions associated with this position are to be made in accordance with the Delegations of Authority.	
Code of Conduct All staff are required to adhere to the Code of Conduct.	
Workplace Health and Safety	

All staff are required to adhere to Councils Workplace Health and Safety Policy

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.