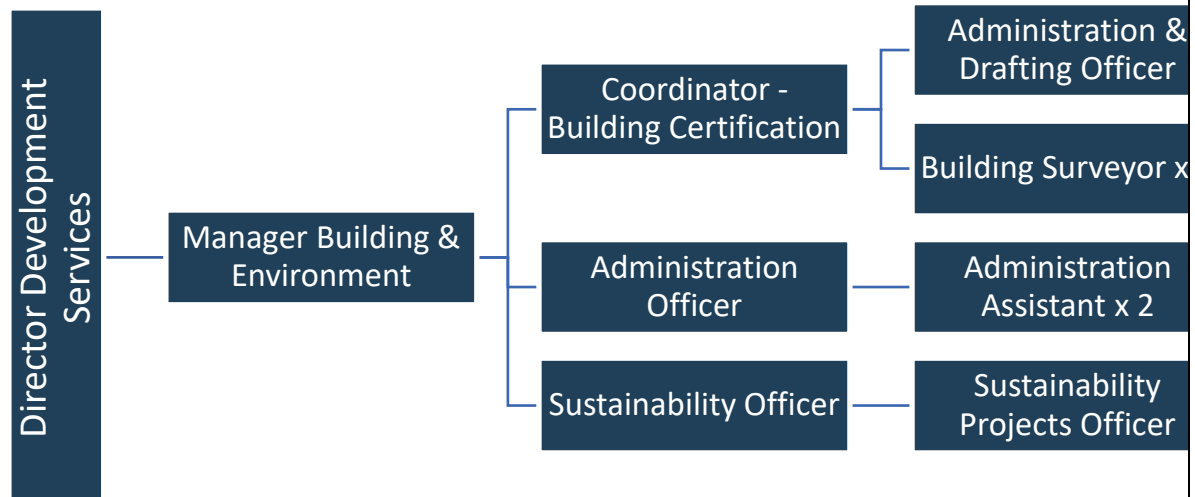


Position Title:	Sustainability Project Officer
Position Number:	TBC
Division:	Development Services
Section:	Building & Environment
Grade:	7

Primary Purpose

To provide support to the Sustainability Officer to ensure Orange City Council meets its legislative obligations in relation to Sustainability, Climate Change and Environment and prepares its operations accordingly.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Diploma qualifications in Science, Education, Project Management or other relevant
- Current driver's licence

Skills and Experience

- Relevant experience in a similar role
- Knowledge of Ecologically Sustainable Development principles
- Understanding of emerging sustainability technologies and solutions, particularly those with significant economic returns/savings for Councils operations.
- Knowledge of current trends in renewable technology and climate change adaptation
- Communication skills both verbal and written including the capacity to interact internal and external stakeholders
- Proven problem solving and influencing skills.
- Experience in research, writing reports and preparation of grant applications and project specifications.
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities.
- Well-developed computer literacy skills in the use of a variety of computer software packages.
- Ability to undertake community consultation and facilitate site and facility tours
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Assist the Sustainability Officer with all relevant programs implemented across Council's operations.
- Participate in the investigation and implement savings in water, waste and energy across Council's operations.
- Participate in the protection and enhancement of biodiversity in the LGA.
- Assist the Sustainability Officer to provide effective liaison across Council divisions, government departments and the general public in relation to issues concerning the environment
- Assist with delivery of Climate Change Management Plan
- Assist with the management and delivery of sustainability projects.
- Undertake/support Clerk duties for the Environmental Sustainability Community Committee.
- Prepare written communications such as project reports and technical reviews.
- Assist with the development of sustainability policies and procedures.
- Design and deliver engagement and behaviour change programs for increasing environmental sustainability within the organisation.
- Monitor and assist with application of grant funding.
- Assist with development of a Community Climate Action Plan.

- Assist in developing and implement and manage environmental education programs/projects.
- Assist in the development and implementation of strategies that support Ecologically Sustainable Development within Council and the local government area
- Comply with values and behaviours, and work health and safety responsibilities, as amended from time to time. with Council's Code of Conduct, relevant policies and procedures,

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
	Ownership - Coaches "Shares It" <i>Take responsibility and ownership of work and delivering to quality standards.</i> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Identifies and manages other risks in the workplace
Relationships	Communicate and Engage - Demonstrates "Achieves it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results	Create and Innovate - Demonstrates "Achieves it" <i>Encourage and suggest new ideas and show commitment to improving services and ways of working.</i> • Researches developments and trends in the industry • Thinks about issues and opportunities from different viewpoints • Links together unrelated ideas or events to generate insights • Identifies improvements to work systems, processes and practices

Results	Plan and Prioritise - Coaches "Shares it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> • Consults on and delivers team/ unit goals and plans, with clear performance measures • Considers organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Technical	Health, Safety and Environment - Demonstrates "Achieves it" • Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment. • Takes responsibility for working safely, rather than relying on rules and policies • Speaks up when something is unsafe • Corrects safety hazards when identified • Always follows safety procedures • Reports health, safety and environmental issues and problems

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health And Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents, or injuries to their Supervisor and WHS within 48 hours
- Participating in any applicable WHS consultation arrangements

- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- Provide a safe workplace, with ultimate responsibility for ensuring due diligence and compliance under Work Health and Safety including WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name Of Employee	
Signature	
Date	