

Position description

Coordinator Sustainability and Resilience

Summary information

Section	Environment	Directorate	City Living
Position grade	Band 3 Level 3 Grade 17	Position type	Permanent, full-time
Reports to	Senior Coordinator Environmental Services	Direct reports	Yes
Approval limit	\$50000	Release limit	\$0
Created/reviewed	August 2021	BCC number	BCC1103

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- Provide expertise to halt or reverse the effects, pressures and threats on the built and natural environment by working in collaboration with internal stakeholders, our community and other stakeholders.
- Bring together a wide array of stakeholders to learn about the city's challenges and help build support for individual initiatives, and for resilience building in general.
- Provide leadership, engagement and operational guidance to ensure effective delivery of climate change projects development and implementation.
- Develop and participate in the implementation of projects, strategies, policies, guidelines and procedures that align with this commitment specifically:
 - Environment and sustainability
 - Climate change

- Resilience, especially in the face of urban heat
- Act in accordance with the *New South Wales Work Health Safety Act 2011, Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Relevant Degree in environmental science, urban planning or equivalent
- Solid experience in an environmental, sustainability or related field
- Knowledge of relevant climate change and energy policy, legislation, guidance and standards as well as a good understanding of the impacts of climate change
- Strong capacity or solid experience in the development of strategies, policies and programs related to environmental sustainability
- Proven project management skills, with a strong record of achievement in planning, coordinating, delivering and evaluating a broad range of programs and projects
- Demonstrated ability to promote and disseminate environmental knowledge at both an individual and organisational level
- Demonstrated analytical and problem-solving skills
- Computer literacy in basic Microsoft Office applications and the ability to quickly learn corporate applications
- Demonstrated high-level oral and written communication skills, including the ability to deliver presentations, write correspondence, complex reports, grant applications and award submissions
- Current class C driver's licence.

Desirable

- Research, analytical & problem solving skills, incl. an ability to identify strategic issues & develop innovative responses to achieve outcomes
- Experience in staff supervision
- Local government experience
- Experience in urban planning, climate change management and resilience planning
- Availability to work flexible working hours.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Lead the development, implementation and ongoing management of sustainability and resilience.
- Inform, educate and increase community and corporate awareness on sustainability, energy & water efficiency, climate adaptation and resilience issues and actions.

- Supporting team goals and projects and leading, coaching and mentoring staff to support continuous quality improvement.
- Provide sustainability guidance, diligence and consistency to internal stakeholders.
- Provide advice and input into the identification and effective management of sustainability risks.
- Assist with coordinating sustainability planning and implementation across the environmental, social, procurement and governance areas within the project.
- Support the Senior Coordinator Environmental Services with specific tasks as required

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

Administration

- Coordinate sustainability planning and implementation.
- Coordinate sustainability and resilience actions across the environmental, social, procurement and governance areas within Council.
- Communicate sustainability matters to management and project staff as appropriate.
- Guide, and empower internal stakeholders to incorporate sustainability into business operations and processes.

- Influence a positive sustainability culture across Council.
- Maintain knowledge and understanding of emerging legislative frameworks and trends.
- Assist with the development, implement and review of team plans and budgets.
- Research solutions for complex and priority environmental and sustainability issues.
- Maintain, monitor and evaluate data, programs, initiatives and resources to continuously improve and meet the objectives of relevant strategies, policies, plans and legislation.
- Perform other relevant tasks assigned by the Senior Coordinator Environmental Services.
- Document all work and keep files and records up to date.

Environmental Programs

- Support and/or undertake climate variability assessment, risk assessment and management.
- Implement and deliver Council's Climate Change Policy and Strategy.
- Lead the low carbon Blacktown Strategy.

Communication

- Provision of efficient service to all customers including:
 - Respond to VIP and customer service requests (both TRIM and RMs) in accordance with nominated performance criteria.
 - Answer telephone and "counter" enquiries, as required.
 - Identify system changes required to improve the quality and timeliness of environmental sustainability programs and services.
- Represent Council on relevant working groups, committees and boards.
- Prepare correspondence and reports, as required.

Corporate representation and image

- In all dealings and activities on behalf of Council, act in accordance with Council's Code of Conduct and actively promote a positive image of Council. To promote a positive image means:
 - Behaving in a manner that helps achieve the objectives and interests of Council.
 - Actively creating goodwill by using/demonstrating positive helpful, cooperative, proper, supportive and ethical behaviour, at all times.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name _____	
	Signature _____	Date _____
Supervisor	Name _____	
	Signature _____	Date _____