

Position Description

Sustainability Officer

POSITION OVERVIEW

You will work as part of the Sustainability Team to minimise adverse impacts on the environment of Alpine Shire through the identification, preparation and effective implementation of Council's environmental sustainability initiatives, policies and plans.

You are responsible for the delivery of a range of environmental sustainability projects; through improving Council's operational impacts on the environment and the management of monitoring and reporting frameworks, prioritising natural resource management (NRM) and integrated water management projects (IWMP) as well as supporting the community to mitigate and adapt to climate change. With a strong problem-solving mindset, you will be passionate about environmental outcomes and focused on providing excellent stakeholder engagement.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 6 Alpine Shire Council Enterprise Agreement
Reports to:	Coordinator Sustainability
Supervises:	Nil

KEY DUTIES AND RESPONSIBILITIES

The Sustainability Officer will provide support to Council in the delivery of environmental sustainability best practice across a broad range of services and operations.

Accountability and extent of authority

- Performs actions under guidance of the Sustainability Coordinator.
- Freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the Supervisor.
- Liaises with external stakeholders and user groups as required.

Climate change action

- Oversee implementation of Council's corporate Climate Action Plan 2025-2029 and deliver initiatives as prioritised in that plan – primarily to achieve net zero greenhouse gas (GHG) emissions from Council corporate operations from scope 1 and 2 emissions, and baseline scope 3 emissions.
- Review, update and expand the scope of the Climate Action Plan 2025-2029 within the plan's review period.
- Manage Council's GHG emissions, resource usage and solar generation data using the Trellis carbon accounting tool.
- Regularly analyse and advise on an economically viable continuation of the phase-in of Zero Emissions Vehicles to replace Council's car fleet and associated infrastructure.

- Form relationships with active external parties to inform Council's decision making on climate change mitigation and adaptation initiatives.
- Implement the recommendations for offsetting Council's corporate residual GHG emissions to facilitate Council's net zero emissions target, including analysing GIS data and carbon accounting to identify suitable planting sites.
- Provide advice on Australian and Victorian government targets and wider trends.
- Work with staff in departments across Council to empower them in identifying and implementing emissions reduction initiatives.
- Work with internal stakeholders to embed climate change risk assessment into Council operations.
- Develop a corporate climate change risk register and a climate adaptation plan for Council, and work with internal stakeholders to prioritise and implement actions identified.
- Work with project managers to implement the solar and battery program across Council facilities.
- Work with contractors to implement the various Australian and Victorian Government community scale solar and battery projects across Alpine Shire.
- Engage community groups, businesses, community members and other stakeholders to develop community climate action plans including mitigation and adaptation and resilience for the communities across Alpine Shire.

Sustainability projects

- Work with internal stakeholders to prioritise new environmental sustainability initiatives as climate change mitigation and adaptation and resilience projects are completed and targets met.
- Work with the open spaces team and other internal stakeholders to increase Council's focus on natural resource management (NRM).
- Work with the engineering and capital works teams to identify and prioritise water sensitive urban design (WSUD) opportunities as part of an integrated water management approach.
- Deliver sustainability projects as required to meet Council's strategic sustainability objectives.
- Identify and provide specialist advice to other sections of Council to implement actions to make Council's operations more environmentally sustainable.
- Undertake project management of sustainability specific projects from the tendering process, oversight of contractors and consultants, through to project completion.
- Identify external sustainability funding opportunities and assist in funding submission applications.
- Strengthen environmentally sustainable procurement requirements within Council's procurement policy by engaging with internal stakeholders across Council departments.
- Represent Council as a Buy Circular champion, working with representatives from other councils to develop shared sustainable procurement tools and processes.
- Liaise with community groups, government agencies and stakeholder forums to work together on environmental protection initiatives.

Sustainability education

- Provide advice and information to residents, businesses and community organisations and schools about Council's environmental sustainability strategies.
- Submit information to support the preparation of media releases, social media communication and newsletters.
- Oversee the upkeep and enhancement of Council's environmental sustainability pages on the Council website and Engage Alpine platform and introduce other initiatives to educate and empower the community to live more sustainably.
- Support the Waste Team to provide leadership and education to the community around reduction of waste to landfill and improving recycling practices.
- Coordinate community environmental protection events such as Clean Up Australia Day and National Tree Day.

Other duties

- Other duties as required.
- Continually review and improve work methods associated with this role.
- Attend relevant conferences, expositions and other professional development events, as agreed.

Judgement and decision making

- Good problem solving and analytical skills.
- Able to drive continuous improvement within established frameworks.

Management skills

- Plan and manage own work with supervision.
- Prioritise time to deliver optimal customer service outcomes.
- Diligent with attention to detail and good administrative skills.

Oversee contractors and consultants to deliver environment project outcomes.

Interpersonal skills

- Ability to maintain confidentiality of information and advice.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Be able to develop and maintain effective working relationships with a wide range of stakeholders.
- Be able to work independently and as part of a team.
- Be willing to seek guidance and advice when required.
- Be willing to learn and undertake training relevant to the position.
- A punctual, reliable and positive approach to work

EXPERTISE

Qualifications

- Current Victorian driver licence.
- Appropriate degree or diploma with some relevant experience, or lesser formal qualifications with substantial relevant environmental sustainability experience.
- Working with Children check.

Specialist knowledge and skills

- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Good written and verbal communication skills and ability to prepare external correspondence.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets.
- Ability to solve relevant issues based on previous experience and/or by the effective application of established techniques and procedures.
- Demonstrated robust report writing skills and a high level of English literacy.

Experience

- Environmentally Sustainable Design (ESD) experience desirable.
- Carbon accounting experience desirable.
- Project management experience desirable
- Demonstrated ability to provide high quality work and provide excellent customer service

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than your health and safety, and that of those around you. You must:

- perform all tasks in a manner that does not place at risk the health and safety of any person;
- seek assistance when unsure of how to perform a task;
- ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives;
- regularly inspect your work environment for hazards;
- immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor; and
- support the return to work plan for any injured worker when returning to work.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- you will be exposed to those conditions normally encountered in an indoor
- environment
- physical demands are moderate to strenuous, consisting of the ability to sit,
- stand, stoop, reach, bend, climb, lift and pull using safe manual handling
- practices
- you must be able to see and hear in the normal range, with or without correction
- communicate well both verbally and in written form, and must be able to be understood; and
- the work environment may include uneven surfaces and up and down stairs.

This position will require duties that may take place outdoors and therefore you will be exposed to those conditions normally encountered in an outdoor environment.