

POSITION DESCRIPTION



Mackay Sugar
Member of Nordzucker Group

1. POSITION DETAILS	
Position:	Environmental Advisor
Underpinning Award:	Not applicable
Stream:	
Business Unit:	
Group:	Health, Safety & Environment
Reports to:	Group Manager – HR/HSE
Direct Reports:	-
Key Interactions / Relationships: <i>(The incumbent will need to be able to interact with and develop working relationships with the following stakeholders)</i>	<p>Internal</p> <ul style="list-style-type: none"> - BU Managers - Production Superintendents - HSE Team - Other Mackay Sugar personnel as required. <p>External</p> <ul style="list-style-type: none"> - Department of Environment and Heritage Protection - Australian Sugar Milling Council - Environmental Consulting Firms
Reference Level:	16 - 17
PD Development Date:	June 2021

2. POSITION CONTEXT	
Organisational Overview	<p>Mackay Sugar is a member of the Nordzucker Group.</p> <p>Mackay Sugar is Australia's second largest sugar milling company, with over 140 years' experience and employing over 450 people permanently and up to 800 seasonally, contributing significantly to the economy of Queensland and is a major employer in the Mackay region.</p> <p>Nordzucker is one of the leading sugar manufacturers in Europe and has grown steadily for more than 175 years. The history of this partnership is a true testament to the resilience and innovation in the industry.</p>
General Accountability	The Environmental Advisor is responsible for providing practical support and environmental advice to the HSE Manager, Business Unit Managers and HSE Team to ensure Mackay Sugar comply with or surpass its environmental obligations and licence conditions.
Environment	The position is currently based at Racecourse Sugar Mill, in Mackay Central Queensland, and services all personnel, sites and localities controlled by Mackay Sugar.



<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: #f08080; padding: 10px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 24px; margin-right: 20px;">CEO</div> <div style="display: flex; align-items: center;"> <div style="background-color: #90ee90; padding: 10px; margin: 0 10px;">Group Manager - HR/HSE</div> <div style="background-color: #4682b4; padding: 10px; margin: 0 10px;">Environmental Advisor</div> </div> </div>	
Nature and Scope	<p><i>Key functions of the role include:-</i></p> <ul style="list-style-type: none"> • Ensure environmental objectives are achieved by providing leadership that establishes a strong commitment to safety and the environment. • Assist Business Unit Managers and employees to comply with relevant statutory requirements and other environment obligations by facilitating the development and implementation of the EMS into whole-of-business activities conducted by Mackay Sugar. • Overseeing compliance with regards to AS/NZS ISO 14001, Integrated Environmental Management System (IEMS), Approvals/Permits, Transitional Environmental Program's (TEP) and relevant legislation. • Promote awareness of environmental responsibilities and obligations to all employees by the development and delivery of environmental training for all levels of the workforce. • Evaluate the report on Mackay Sugar's environmental compliance and performance by establishing a suitable and timely internal and external audit process. • Ensure DEHP understanding of Mackay Sugar's commitment to our Environmental Policy by maintaining appropriate relationships with DEHP staff. • Conduct investigations and evaluate Mackay Sugar's environmental management compliance and performance by assisting in timely internal and external audit and investigation processes. • Establish proactive environmental initiatives and behavioural strategies by ensuring OSHMS and EMS become part of the day-to-day operational methods adopted across all Mackay Sugar sites. • Ensure continual improvement by monitoring and implementing effective benchmarking practices of external companies within the same or a similar industry. • Assist in the preparation of all environmental and sustainability reporting requirements for MSL (NPI, Annual Returns to DEHP,



	<p>NGERS, TEP) and that systems and procedures are in place to manage requirements.</p> <ul style="list-style-type: none"> • Prepare environmental management plans and procedures as required. • Principal accountabilities will be achieved by applying the Code of Conduct in all work activities • Ensure WHS and Environmental objectives are achieved by providing leadership that establishes a strong commitment to safety and the environment. • Takes reasonable care of his/her own and others health and safety and complies and cooperates with any direction from Mackay Sugar in relation to health and safety • Any other reasonable directions that are safe, legal and logical and within level of competence. <p>Major challenges faced.</p> <ul style="list-style-type: none"> • View of the rapidly changing landscape of environmental threats and opportunities. • Ensure Mackay Sugar maintains a higher level of environmental vigilance associated with mills being located near sensitive areas or areas of significance. • Ensure all environmental approvals, which incorporate workable operating conditions are met. • Managing the competing demands of a number of management areas and operational/project sites. • Requiring assistance from internal personnel who are not direct reports. • Restricted access to funding. • Aging infrastructure.
<p>Specific Accountabilities</p> <p><i>In fulfilling key accountabilities of this role, the Environmental Advisor will:</i></p> <ul style="list-style-type: none"> • Safety of the Team with safe, effective work practices in the workplace • Promote responsibility and develop skills of Mackay Sugar personnel • Promote environment for continuous improvement 	
<p>Controls on Freedom to Act and Problem Solving</p> <p>For detailed limitations on authorities for purchasing and general decision making, please refer to the General Business Authorities Matrix MSD-AD-0492 and the SAP Authorities Matrix MSD-AD-0008. Generally the position is required to think and act freely to achieve the following:</p> <ul style="list-style-type: none"> • Freedom to manage policies and procedures as approved by the Executive Management Team. • Required to make decisions within the parameters set by the company's plan, policies and procedures. 	

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- Required to make ethical decisions and resolve problems within the confines of delegated authority.
- Required to problem solve using professional judgement and experience and management creativity within the bounds of corporate objectives, company policy and legislative requirements

The following dimensions provide indications of the effect the position has on the organisation:

Budget:

Supervisory Responsibilities:

Direct Internal Customers:

Vision, Values and Critical Success Factors:

Vision:

To be a sustainable Queensland Sugar Milling business.

Values:

Safety | Teamwork | Drive for Results | Challenge, Innovate Change

Critical Success Factors

1. PEOPLE: To attract, engage, develop and retain a skilled and motivated workforce that works safety and feels empowered to achieve business success for the organisation.
2. SUPPLY CHAIN: A safe, efficient, and cost effective industry-best supply chain extending from securing the cane supply area and yield through to high quality finished products for sale by our marketing entities
3. GROWER PARTNERSHIP: A proactive customer focused business that engages with growers to support a sustainable Company.
4. FINANCE and FUNDING: Generate innovative solutions to fund reinvestment for improving and sustaining the Company's supply chain.

DIVERSITY AND RESPECTFUL WORKPLACE:

Mackay Sugar values and encourages diversity in the workplace. Diversity means respecting and acknowledging that each of us is different by ethnicity, culture, gender, age, physical or mental disability, sexual orientation, religion, language, class, education, style, personality and family status.

These individual differences are critical characteristics that enrich and lead our company to a higher level of achievement and help build our future success.

Collectively, we are all responsible for creating and maintaining a workplace dedicated to the principles of mutual respect, fairness and support for all persons. Everyone must recognise and refrain from actions that offend, embarrass or humiliate others, whether deliberate or unintentional.

Required Behaviours

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations. Behavioural expectations that support our values include:

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	<ul style="list-style-type: none"> • Being empathetic, listening to, and understanding our customers and employees; • Empowering our staff and the community to be involved, to speak up, make decisions and deliver key outcomes; • Through innovation, seizing opportunities, thinking and acting progressively, identifying and mitigating business risks and making positive changes; • Through achievement, setting goals for ourselves and for team members, always striving to meet these goals and celebrating our successes; and • By recognizing diversity, adapting our style and service delivery to always meet the diverse needs of our employees, customers and the community in which we work.
Key Performance Indicators	<p>Key Performance Indicators for this position will be developed in conjunction with your Manager as part of the Annual PMDS Process.</p> <p>Likely KPI's will include:</p> <ul style="list-style-type: none"> - Lead indicators for WHS including JO and Toolbox Completion rates - Improving efficiency of manpower planning and work execution - Compliance with Budget
Tools and Special Conditions	<ul style="list-style-type: none"> • Out of normal business hours work will be required from time to time • The incumbent is required to have a sound working knowledge of computer equipment for the purposes of word processing, operation of spreadsheets, databases and other software associated with the conduct of business in a modern office environment.

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Qualification, Essential skills & experience:	<p>Personal Characteristics and Supervisory Abilities:</p> <ul style="list-style-type: none">• Tertiary qualifications in Environmental Science or equivalent• Desired level of 5 years' experience in an Environmental Advisor/Officer role, involving large scale water management and air emissions.• Demonstrated knowledge and understanding of legislation relevant to environmental management of industrial activities and experience in auditing processes.• Knowledge and application of AS/NZS 4801, 14001 and 9001.• Hold a current Queensland 'C' Class driver's licence.• Good knowledge of Work Health and Safety and Environment compliance <p>Attributes</p> <ul style="list-style-type: none">• Strong commitment to Workplace Health and Safety and Environmental standards.• Strong people and team skills• Ability to work to timetables and meet deadlines.• Drive and commitment towards continuous improvement.• A customer service attitude.• Problem-solving and decision-making skills• Strong networking skills.• The ability to prioritise and manage multiple simultaneous tasks.• Strong initiative and decision-making ability• Problem solving, conceptual and analytical skills, including ability to contribute to the development of creative and innovative solutions.
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Acknowledgement

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description.

Employee: _____ Signature: _____ Date: _____

Manager: _____ Signature: _____ Date: _____