



Position Description – Environmental Sustainability Officer

Position:	Environmental Sustainability Officer
Band:	6
Position Number:	1228
Business Unit:	Environment Sustainability
Directorate:	Community Infrastructure

Name of Occupant	Vacant
Date Approved	March 2024
Approved By	Manager Environmental Sustainability

Position Objective

To protect and enhance Baw Baw Shire's environment, through the delivery of strategic projects and environmental management and monitoring of Council's resource recovery sites.

Key Responsibility Areas

The following are the key responsibility areas for the position:

1. Oversee the implementation of the Environment Sustainability Strategy through planning, reporting and collaboration with officers across the organisation with responsibility for delivery of strategy actions.
2. Deliver relevant actions from the Environmental Sustainability Strategy (and relevant other plans or strategies). Actions may include environmental education initiatives as well as administering financial incentive schemes.
3. Develop and implement site management, environmental monitoring, auditing and reporting systems for Council's Closed Landfill to ensure proactive management and compliance with relevant audit requirements and legislation.
4. Ensure compliance with relevant legislation at Council's Transfer Station sites.
5. Provide consistent and timely advice to proponents, customers and staff on environmental matters relating to climate change mitigation and adaptation.
6. Assist with planning referrals in accordance with the requirements of the planning scheme, local policy and relevant legislation.
7. Coordinate the Environmental Voice Advisory Committee to ensure engagement on Council's environment and sustainability work.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Coordinator Environment
Supervises:	NA
Internal Liaisons:	Statutory & Strategic Planning, Infrastructure Maintenance, Compliance, Priority Development, Infrastructure Assets and Recreation, Risk, Communications, Governance, Resource Recovery, Executive and Council.
External Liaisons:	The Environmental Voice Advisory Committee, State Government Departments and authorities, catchment management authorities, contractors, consultants, developers, planning applicants, community members/groups and other municipalities.

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest and transparent manner.

Resilient – in adapting with courage and agility to challenges and change within the Organisation, and our community.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. Baw Baw Shire Council has zero tolerance for child abuse and is committed to creating and maintaining a child safe organisation where all children are kept physically, emotionally and culturally safe and protected from abuse.

Fraud and Corruption

Council has zero tolerance to fraud, theft corruption and misconduct. Employees will ensure that they comply with legislation and Council policies and practices. Directors and Managers are in positions of authority and must act with due diligence to identify potential instances of fraud, theft, corruption, or misconduct.

Qualifications and Experience

The qualifications and experience required for the position include:

- A tertiary qualification in environment, sustainability, science, or related discipline
- Experience in managing projects, contractors and/or consultants.
- A current Victorian Driver's License.
- A satisfactory Criminal Record Check.

Key Selection Criteria

- Qualifications and experience as outlined above.
- Excellent written and verbal communication skills
- Ability to plan, organise, set priorities, and manage time.
- Community engagement and influencing skills.
- A demonstrated ability to develop strong working relationships.
- A strong interest in the environment and sustainability.

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Manage the delivery of Council strategies and plans that relate to the environment and/or sustainability (ie. Environment Sustainability Strategy)
- Assist with the development and review of Council strategies and plans from the perspective of climate change, environment and/or sustainability.
- Support Council to mitigate and manage any negative impacts on the environment and climate that it can control or influence.
- Provide specialist advice to internal teams on how to better adapt to the impacts of climate change.
- Support the community to adapt to the impacts of climate change through education and engagement.
- Provide specialist advice to internal and external stakeholders, based on the Baw Baw Planning Scheme, local policies and legislation.
- Accountable for generating reports, making presentations and writing correspondence in relation to the position.
- Accountable for the quality, effectiveness, cost and timeliness of the work under their control.
- The freedom to act is subject to Council policies, regulations and regular supervision.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Work may involve solving problems, using procedures and guidelines and applying professional or technical knowledge, or knowledge acquired through relevant experience.
- Encountered challenges can be of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Determining the best way to engage with different cohorts and demographics within the community.
- Leveraging already available engagement materials within the sector to maximise the impact of available resources.

- Ensuring your safety and that of others, particularly on worksites (noting that a Construction White Card will be required prior to visiting worksites).
- Guidance and advice will usually be available.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Knowledge of climate change adaptation and mitigation as well as best practise sustainability initiatives.
- Knowledge of closed landfill and transfer station management including relevant legislations.
- Knowledge and experience in delivering best practise community engagement techniques.
- General knowledge of environmental planning provisions and other relevant environmental and climate change legislation.
- Knowledge about how to implement strategies and/or the delivery of projects.
- General knowledge of consultant/contract management and finances.
- A high level of computer literacy is required.
- Knowledge of the legal, regulatory and political environment in which local government operates.

Management Skills

The required management skills include:

- Prioritising your own workload to ensure timeframes are met, whilst maintaining a customer focussed approach at all times.
- Being able to respond quickly to new situations, drawing where possible on knowledge, precedent and/or experience.
- A proactive approach to all tasks that ensures Council's strategic actions and KPI's are satisfied.
- Strong written and verbal communication skills.

Interpersonal Skills

Interpersonal skills include:

- The ability to engage with a broad range of demographics, through a variety of different methods, including public speaking and group facilitation.
- The ability to navigate complex challenges with a range of key stakeholders.
- The ability to develop strong professional relationships with a range of key stakeholders.
- The ability to negotiate with and influence staff across the organisation, members of the public and other stakeholders for the betterment of the environment.
- Preparing reports and correspondence that articulate complex challenges and solutions in a clear, concise manner.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date