**Position Description**

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| **Position title:** | **Climate Change Risk and Resilience Specialist** |
| **Directorate:** | Planning and Environment |
| **Service Unit:** | Environment and Sustainability |
| **Reports to:** | Climate Change and Sustainability Manager |
| **Direct reports:** | Nil |
| **Salary point:** | SP16 |
| **Work location:** | City Administration Centre, 12 Stewart Avenue, Newcastle CBD |
| **Date revised:** | March 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km2. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Environment & Sustainability (E&S) service unit is part of the Planning & Environment Directorate, and this role sits in the Climate Change and Sustainability service element, as part of the E&S service unit, reporting to the Climate Change and Sustainability Manager.

**What’s it like working at the City of Newcastle?**

We are focused on making a real difference in our community and achieving our vision of***creating a liveable, sustainable and inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day-to-day interactions and everything we do.

**What it's like working in Environment and Sustainability?**

The Environment and Sustainability (E&S) Service Unit is responsible for delivering a range of capital works and operational programs to protect and enhance our natural environment and to ensure the sustainability of our city, including:

* managing our environmental assets, such as our bushland, water courses, street trees, coast, estuaries and wetlands.
* delivering initiatives to transition Newcastle to a net zero emissions city and to adapt to the impacts of our changing climate.
* managing our street tree and park tree replacement program and other 'greening our city' initiatives
* tree assessment, maintenance and life extension programs
* Landcare, Dunecare and Coastcare volunteer programs
* invasive species management
* managing Blackbutt Reserve
* delivering environmental education and community engagement programs
* developing and implementing policies, strategies and programs to drive environmental and sustainability outcomes, both for CN as an organisation and for the broader community
* coastal, flood risk and bushfire management.

**What’s the focus of this position?**

This role will lead City of Newcastle’s climate-related risk management and resilience program, including developing and implementing a framework to measure, monitor and report on local climate risks and developing and implementing a Climate Risk and Resilience Action Plan.

**What you’ll be doing:**

* Develop and implement a framework to measure, monitor and report on local climate risks for CN

and the community.

* Expand initiatives to communicate (internally and externally) the local physical, social, environmental and economic risks from climate change, as well as the complementary roles and responsibilities in living with these risks.
* Develop and deliver a Climate Risk and Resilience Action Plan that prioritises initiatives to

build more resilient communities, and urban and natural areas.

* Develop a CN climate risk and resilience evaluation framework that measures and reports on indicators that measure the performance of CN's climate-related risk management and resilience program.
* Provide specialist advice to build CN's organisational capacity to measure, monitor and report on physical, social, environmental, economic and operational climate risks and deliver an effective climate-related risk management and resilience program.
* Utilise temporal and spatial data to enable evidence-based decision making
* Prepare, review and deliver procurement and contract documentation.
* Prepare applications for grant funding and manage successful grants through reporting and financial management.
* Manage program and project budgets to ensure the efficient and effective delivery of program and project outcomes.
* Develop and maintain productive strategic partnerships with key stakeholders, government agencies, community groups, residents and businesses to support the delivery of climate adaptation projects and initiatives.
* Provide subject matter expert advice for internal referrals from capital works projects; maintenance activities; land use and strategic planning documents, including Development Control Plans; urban planning initiatives; and initiatives of regional or national significance.
* Provide exemplarily service to external and internal stakeholders, consistently delivering high quality recommendations and judgement with a strong customer service focus.
* Contribute to a team environment that encourages safety, innovation and continuous improvement.
* Any other accountabilities or duties as directed by your supervisor / manager which are within the employee’s skill, competence and training.

**The essentials you’ll need**:

* Degree qualifications in climate science and adaption, environmental science, environmental management, risk management or a related technical discipline, and/or equivalent demonstrated capability through past employment experience.
* Demonstrated experience in the development and implementation of climate-related risk measurement, monitoring and reporting frameworks.
* Demonstrated experience in the development and delivery of organisation and community climate- related risk management and resilience programs.
* Demonstrated experience in the utilisation of data collection and analysis for evidence-based decision making.
* Demonstrated ability to manage projects which may be high profile, complex or political in nature
* High level of written and oral communication skills, including the ability to produce clear, concise reports.
* Ability to interact with all levels of staff and a range of stakeholders to utilise influence and negotiation skills to achieve desired outcomes.
* Demonstrated experience in project management, including risk management and consultant / contractor management.
* Demonstrated experience in providing specialist climate-related risk management and resilience advice to build organisational capacity.
* Demonstrated skills in developing and maintaining productive strategic partnerships with key stakeholders, government agencies, community groups, residents and businesses to support the delivery of climate adaptation projects and initiatives.

**Other valuable skills you may have:**

* Knowledge of international, federal, state and regional climate change adaptation and resilience policies, strategies and frameworks.
* Working knowledge of the Australian Accounting Standards Board and the International Sustainability Standards Board, relating to transparent climate risk disclosure
* Working knowledge of the tendering regulations within the *NSW Local Government Act 1993*, including an understanding of probity requirements relating to procurement activities.
* Class C driver's licence

**We’ll encourage you along the way:**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |