

POSITION DETAILS			
<b>Position Title:</b>	Senior Sustainability Coordinator, Transport and Environment	<b>Position Grade:</b>	12
<b>Dept/ Directorate:</b>	Environment City Planning & Environment	<b>Position Status / Hours per Week:</b>	35 hrs p/wk

PRIMARY PURPOSE OF THE POSITION
<ul style="list-style-type: none"> <li>• Delivery of projects and programs improving sustainable transport and connections across the city leveraging multi-nodal share and new technology opportunities, towards a net zero emissions goal for the city</li> <li>• Provide strategic stakeholder advice for sustainable transport and planning in major developments in Ryde LGA and leverage future opportunities for community accessibility and improved ecological sustainable development outcomes</li> <li>• Delivery of sustainability initiatives and projects within renewable energy, electric vehicles and resource efficiency including sustainable procurement</li> <li>• Contribute to the reduction of City-wide emissions and climate risk mitigation, through behavioural change programs for the corporate business community improving resilience and resource efficiency</li> <li>• Respond to Community and Council enquiries relating to sustainable and community transportation, renewable energy, and environmental issues</li> <li>• Support to define and coordinate the organisation's overall commitment to sustainability through continuous improvement of environmental performance and efficiencies</li> <li>• Provide reporting to Community and Council on initiatives and delivery through corporate and environmental performance reporting</li> </ul>

SELECTION CRITERIA
<b>Education / Qualifications</b> <ul style="list-style-type: none"> <li>• Tertiary qualifications in environmental management, urban or transport planning, environmental science, sustainability, environmental engineering, or related discipline</li> </ul>

### Experience/Specific skills

- Demonstrated knowledge and experience across sustainable transport and urban planning, renewable energy, electric or transport technology and policy
- Developing and delivering environmental projects specifically in the sustainability, sustainable transport, resource efficiency and renewable energy fields
- Proven excellent project management skills across a diverse range of projects, management within deadlines and budget and including preparation of contracts and tenders
- Highly-developed written communication skills including corporate report writing
- Strong levels of computer literacy including use of MS applications, corporate and project reporting (environmental and financial), and records management
- Good understanding of related environmental and sustainability legislation relevant to local government
- Current driver's licence

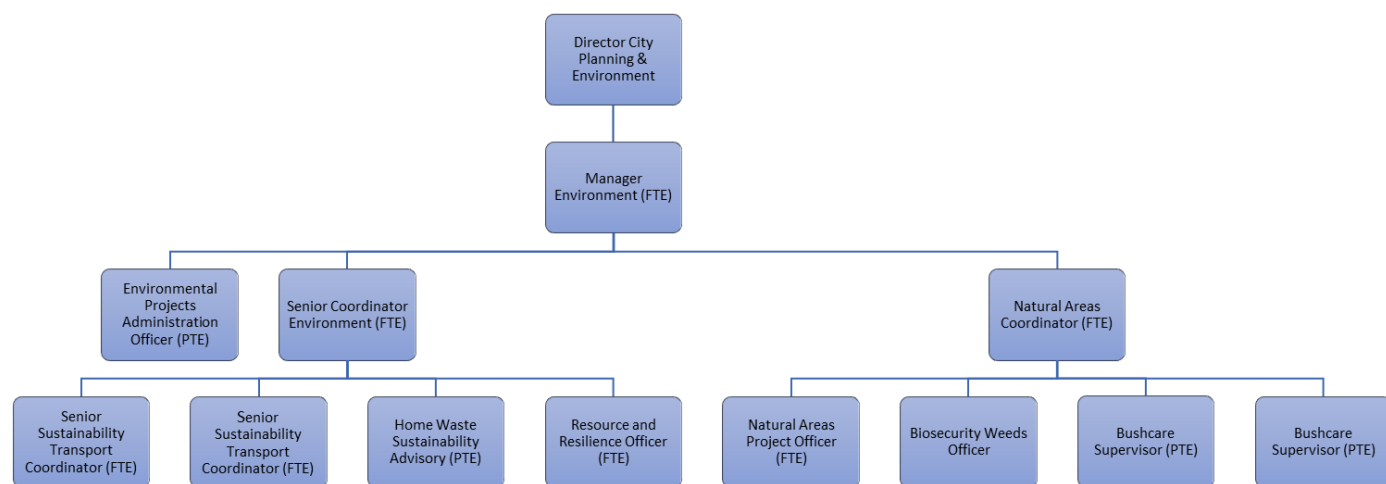
### Personal Attributes

- Excellent interpersonal skills and able to build and maintain business relationships across a wide range of stakeholders
- Customer service focus
- Highly organised and autonomous with excellent time management skills to independently deliver role responsibilities
- Commitment to ethics, probity and transparency in decision making

### Desirable skills

- Experience in environmental and data monitoring
- Experience in the delivery of capital works, environmental and resource efficiency projects

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Environment & Planning Group of the organisation.

- Sustainable Transport Development
- Corporate Environmental Sustainability Development and Management
- Environmental Reporting Service
- Corporate Community Environmental Education Service

## CORPORATE ACCOUNTABILITIES

**The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.**

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
9	To achieve best value for money
10	To actively document all policies, procedures, projects and activities (as required)
11	To actively share information and knowledge on issues, training and better practice to relevant staff
12	To identify and initiate improvements of business systems to maximise service delivery
13	To identify and initiate improvements of processes to maximise service delivery
14	To deliver all project deliverables through PM_CoR methodology
15	To identify and minimise exposure to risk
16	To be involved in or provide feedback on corporate initiatives
17	To positively and proactively work with others across the organisation to deliver the outcomes
18	To build and strengthen strategic partnerships with key stakeholders
19	To model Council's values
20	To create and contribute to a positive work environment within my team, my Unit and the workplace.
21	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
22	To keep abreast of and apply industry wide trends, better practice and innovation

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### **Work Health and Safety**

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor

### **Certificates of Competency / Licences**

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to your Supervisor immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community.

### **Teamwork**

We work together with respect and support.

### **Ethics**

We are honest, responsible and accountable for our actions.

### **Professionalism**

We deliver effective services to the community with consistent decision-making.

## DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with Section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within 3 months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	