



POSITION DESCRIPTION

Environment, Social and Governance (ESG) Specialist



**Gladstone Ports
Corporation**

Growth, prosperity, community.



POSITION DESCRIPTION

Environment, Social and Governance (ESG) Specialist

Position Number	1459
Position Status	Permanent Full Time
Position Supervisor	Executive General Manager Safety & ESG
Department	Safety & ESG
Job Level of Work	II

Job Context

The Safety & ESG department provides professional, value-driven services to the whole of GPC. The GPC Sustainability Policy and commitment ensures we proactively lead a balanced approach to the daily activities and future planning, development and growth of the organisation, the port and terminal operations through a commitment to efficiency, adaptation, resilience and integration with economic, environmental, social and equitable considerations.

Job Purpose Statement

To steward and guide a balanced GPC approach on the pathway to a sustainable future across Our Port, Our Environment, Our People and Communities and Our Governance while ensuring:

- GPC meets its obligations under the relevant Commonwealth and State Government legislation and policies.
- Alignment with global Port trends such as the Sustainable Development Goals (SDG's) and the World Ports Sustainability Program (WPSP).
- Support and influence of Ports Australia Sustainability agenda both in Australia and on the global platform.
- Integration and alignment with GPC's Corporate Strategy, Strategic Priorities and Strategic Initiatives.
- Drive GPC Environment, Social and Governance (ESG) agenda

Job Accountabilities

- Establish and maintain the GPC wide Sustainability / ESG Strategy governed by the GPC ESG Policy and Standard with implementation through the GPC Corporate Strategic Plan (Initiatives / Programs);
- Progress specific sustainable initiatives and projects;
- Establish and maintain the GPC Climate Change Strategy and Strategic Roadmap and drive improvement projects to reduce GPC's carbon emissions to below set targets,
- Develop communications and awareness of sustainability and ESG throughout GPC;
- Identifying potential funding sources and financial incentives for implementing projects;
- Provide specialist sustainability / ESG advice, training and support to GPC staff consistent with legal obligations and continuously improving business practice principles;
- Identify new and innovative sustainability initiatives for progression and implementation in GPC business practices;
- Review material topics regularly with Executive Leadership Team (ELT) and Board, including a biannual Materiality Assessment with internal and external stakeholders to test the topics.
- Collect, analyse, present and report on ESG data, including performance against targets and KPI's
- Work with the CCR team to deliver the annual report, ESG scorecard and biennial Stakeholder Survey;
- Seek opportunities to collaborate and partner with other organisations and community groups in respect of ESG; and

- Interrogate and analyse data, develop organisational reports and submit annual regulatory reporting within legislated timeframes:
 - National Greenhouse and Energy Report (NGER).
 - National Pollutant Inventory Report (NPI).
 - Australian Bureau of Statistics (ABS) Environmental Indicators Survey.
- Process contractor Pollutant, Emissions and Energy Reporting (PEER) submissions;
- Represent GPC by contributing to Ports Australia and QPA Environment, Planning and Sustainability Working Group and other external sustainability / ESG forums.;
- Fostering a performance and values-based culture through effective leadership and development by modelling leadership consistent with GPC's Values, Vision and Mission;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:
Growth, Prosperity, Community
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- Comply with GPC's policies, standards and procedures in the workplace.

Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.
- Expenditure Authority in accordance with GPC policy.

Job Challenges & Impacts

- Developing an assertive and proactive future focused sustainable / ESG management culture instead of short-term reactive culture.
- Overcoming resistance to change.
- Operating effectively in an environment where there are conflicting demands on resources and budgets.
- Establishing and maintaining relationships with all GPC stakeholders (internal and external).
- Ability to influence the Board, ELT, Managers, Superintendents and employees in awareness of sustainable practices.
- Identifying threats to achieving targets.
- Timely close out of agreed sustainability / ESG initiatives and programs by stakeholders.
- Compliance obligations under Commonwealth & State Legislation, Policies and action plans (shared).

Key Relationships

Internal

- Executive General Manager Safety & ESG:
 - Provide regular sustainability / ESG updates to share with the ELT and the Board.
 - Support and endorse sustainability / ESG initiatives.
- Board of Directors:
 - Set future focussed sustainable / ESG strategic business direction.
 - Approve the ESG Policy and champion its embedding within GPC.
 - Approve publication of the external annual report and ESG scorecard.
- Chief Executive Officer:

- Be accountable for the development, approval and implementation of sustainable Corporate Strategic Plan Initiatives / Programs, annual report and ESG scorecard.
 - Adopt new ways of thinking about Sustainability / ESG and consider each and every decision through a sustainability lens.
 - Create an environment for sustainability to operate effectively and efficiently within GPC.
- General Managers, Managers and Supervisors must:
 - Accountable for the development, approval and implementation of department specific sustainable Corporate Strategic Plan Initiatives / Programs and input into the annual report and ESG scorecard.
 - Encourage internal engagement, information sharing and empowerment that will assist to progress a shift in positive organisational culture.
 - Adopt new ways of thinking about Sustainability / ESG and consider each and every decision through a sustainability lens
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- CCR Team
 - Work with the ESG Specialist to deliver stakeholder surveys (including materiality assessment), annual report, ESG scorecard, communication and awareness of Sustainability / ESG.
- All GPC Employees:
 - Adopt new ways of thinking about Sustainability / ESG and consider each and every decision through a sustainability lens.
 - Implement initiatives identified in Individual Performance Development Plans or Team Performance Development Plans.

External

- Shareholding ministers.
- Clean Energy Regulators.
- Department of Environment and Science (DES).
- Australian Bureau of Statistics (ABS).
- Ports Australia Sustainability Working Group.
- World Ports Sustainability Program (WPSP).

Level of Supervision

Direction is provided through collaboration on strategies and initiatives with expectation that the incumbent will be autonomous and show initiative. The role will maintain constant contact with the Executive General Manager Safety & ESG to ensure that the approach remains relevant to the Department and the overall organisation.

Organisation Chart



Formal Qualifications

- Degree level qualifications in Sustainability, ESG, Environmental Science/Management or a related discipline are essential.

Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Technical Competency	<ul style="list-style-type: none"> Demonstrated knowledge of, and experience in: <ul style="list-style-type: none"> Application of legislative requirements to sustainability / ESG business practices (e.g. ESG, energy, climate change, sustainable development). Annual regulatory reporting (National Greenhouse Energy Reporting) (NGER), National Pollutant Inventory (NPI) and Australian Bureau of Statistics (ABS) Environment Indicators Survey). Sustainability /ESG principles, Sustainable Development Goals (SDG's), World Ports Sustainability Program (WPSP), GRI reporting. Sustainability / ESG corporate reporting and materiality assessment. Sustainable procurement, renewable energy and climate change and adaption. Leading and managing sustainable projects. Sustainability / ESG strategy development and implementation. Advanced Excel for the analysis and development of complex data reports for external agencies and internal use. Port knowledge and risk assessment / management experience desirable.
2. Coordination	<ul style="list-style-type: none"> Demonstrated experience in delivering selected outputs through the collaborative efforts of staff from different functional units across an organisation.
3. Communication	<ul style="list-style-type: none"> Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC.
4. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none"> Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.