

POSITION DESCRIPTION	
Title:	Team Leader Zero Emissions and Sustainability
Business Unit:	Strategic Planning and Environment
Reports to:	Environment Manager
Grade	19
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	1
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	84225
Preplacement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	March 2022
Date Reviewed:	April 2024
Position Purpose	
<p>Shellharbour City Council has committed to setting a Net Zero target for Council and the community to achieve zero carbon emissions. Council recognises the impacts of climate change on our local region and its contribution to broader state, national and international emissions reduction targets so that we can prevent catastrophic impacts.</p> <p>The Team Leader Zero Emissions & Sustainability will oversee the Zero Emissions Shellharbour Program and will lead the Zero Emissions and Sustainability stream of Council's Environment team to deliver against Council's ambitious commitments and targets. New projects including Council's Operational and Community Emission Reduction plans, Urban Greening Plan, and expansion of the Sustainable Shellharbour education program are just a few of the exciting initiatives outlined in the Community Strategic Plan (CSP) and Local Strategic Planning Statement (LSPS). This role will provide strategic support and development of Council's Climate Change and Sustainability function as we prepare for a low carbon future.</p>	

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Tertiary qualifications in relevant discipline i.e. Sustainability / Environmental Science / Environmental Engineering or similar.
- Comprehensive experience in corporate sustainability / climate change resilience, climate mitigation or similar.
- High level working knowledge of relevant legislation, regulations and codes of practice and the application of standards for Sustainability including UN Sustainable Development Goals (SDG's), Global Reporting Initiative (GRI) Standards.
- Demonstrated knowledge of NSW Climate Change Policy Framework (2016) and Net Zero Plan 2020-2030.
- Demonstrated knowledge of, and experience in strategic development for corporate sustainability improvements including policy development, technical reporting and sustainability benchmarking.
- Demonstrated experience in leadership and management with the ability to lead, engage and motivate a team while working collaboratively with internal and external stakeholders
- Excellent written and verbal communication skills, including provision of technical advice to a broad range of audiences.
- Strong project management skills with the ability to work within timeframes meet deadlines and maintain budgets and expenditure.
- Experience in facilitating training & workshops.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.
- Current NSW Driver's Licence - Class C.

Desirable:

- Post-graduate qualifications in sustainability / climate change or energy efficiency.
- Demonstrated knowledge of Local Government activities and responsibilities.
- Membership of relevant professional institutions.

Main Activities/Tasks

- Lead and contribute to the strategic development of the Zero Emissions and Sustainability stream within Council's Environment function including the development of policies, processes, methodologies and frameworks to guide Zero Emissions Program for Council.
- Managing engagements to provide assurance over greenhouse data, sustainability reports and other non-financial information.

- Coordinating, facilitating and reporting on actions that arise from Council's Sustainability Steering Committee including facilitation and administration of supporting committees and working groups.
- Identifying and communicating trends, developments, and key performance drivers relating to emissions reductions and sustainability including changes in Climate Legislation, Policy programs and NSW State initiatives where required.
- Developing and maintaining contacts with industry, professional, and government bodies.
- Maintaining corporate communication standards.
- Overseeing grant funding applications and reporting of any grant funded projects awarded to Council.
- Support the continuous improvement of Council's Environment function through participation, innovation and collaboration.
- Provide mentoring and instruction to direct reports and responsibilities in regards to the teams functions.
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.
- Provide a high level of support to the Environment Manager and act in that capacity as required.
- Represent the team at meetings and workshops related to the teams function.
- Manage and lead direct reports in the completion of their duties.
- May be required to act in a more senior role.

Contribute to the overall management of the organisation

- Assist to implement and develop corporate Council policies and procedures.
- Assist to develop, implement and monitor forward strategic plans, annual management plans, integrated planning and reporting and budgets.
- Consult with internal and external customers including Councillors, staff, residents, industry, contractors and government agencies.
- Assist to prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Assist with the development of Business Processes for the Environment Team.
- Participate in the performance and development review process to manage own performance.
- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist support and guidance to team and other in Council.
- Ensure staff/contractors are involved in decision-making and are informed of relevant decisions.

- Implement and manage communications with staff and contractors including both formal and informal meetings.
- Maintain ECM corporate standards.
- Maintain currency of professional expertise.
- Other duties within limits of skill, experience and competence as directed.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Fraud and Corruption

- Ensure internal controls are in place for areas of your responsibility to help detect and prevent corruption and fraud.
- Identify system deficiencies that could facilitate corruption or fraud and take appropriate remedial action.

Risk Management

- Support and promote the accountability of staff to comply with the purpose and intent of Council's policy for the management of risks by ensuring risk management processes are implemented within your area of responsibility.

Accountability and Behaviours

- Be accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to your role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.