

# Position Description



<b>POSITION TITLE:</b>	Climate Change and Sustainability Officer
<b>POSITION NO:</b>	1247
<b>DIRECTORATE:</b>	Planning and Environmental Services
<b>DEPARTMENT:</b>	City Sustainability
<b>SECTION:</b>	Environmental Sustainability
<b>CLASSIFICATION:</b>	Band 6
<b>LOCATION:</b>	Civic Precinct and Community Hub
<b>DATE:</b>	July 2025

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator Environmental Sustainability
<b>Supervises:</b>	Supervises consultants or contractors, may supervise students/interns at times.
<b>Internal Liaisons:</b>	The officer will liaise with staff at all levels within Maribyrnong City Council including Directors, Managers and project staff.
<b>External Liaisons:</b>	Community groups, other government agencies, external service providers and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

The key focus of this position is to lead Council's response to the climate emergency in line with the Climate Emergency Strategy and Action Plan.

This position will plan, develop, implement and evaluate environmental sustainability initiatives and projects that contribute to Council's policy and strategic objectives.

## DUTIES AND RESPONSIBILITIES

Support and provide advice to the Coordinator Environmental Sustainability to ensure development and achievement of Council Plan environmental targets and objectives, to contribute to the successful delivery of outcomes by the Environmental Sustainability Team.

Undertake research and analysis to deliver up-to-date and timely advice on emerging trends, opportunities, policy, practice, innovation and technology in relevant areas of environmental sustainability.

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Lead the delivery of Environmental Sustainability strategies, policy and plans, projects and programs.

Participate in regional projects and other relevant opportunities to progress Council's and community's efforts on environmental issues.

In consultation with the Coordinator Environmental Sustainability, this role will:

- Ensure Council's response to the climate emergency is one of rapid action at an appropriate level to meet the expectation of the Climate Emergency Strategy and Action Plan, lead its implementation and reporting.
- Under the guidance of the Coordinator, work collaboratively to establish internal processes and system to ensure procurement, contract, project management and project frameworks deliver against environmental sustainability objectives.
- Provide guidance, coordination, advice and support on the climate emergency, including data analysis, reporting obligations, carbon elimination and drawdown metrics and methodologies and analysis of resilience impacts/needs to all project Council delivers as required.
- Support the Coordinator in managing and reporting against allocated budgets, including forecasting, variation, quarterly and annual reporting and including any funding/grant acquittal and probity requirements.
- Lead the delivery of Council's Adaptation Framework.
- Under the guidance of the Coordinator provide internal advice and work closely with all relevant teams to imbed Environmentally Sustainable Design principles across Council projects.
- Ensure climate emergency and sustainability elements are considered during the review and implementation of Council strategies and action plans.
- Influence a climate-responsive culture in strategic decisions and project outcomes.
- Provide planning referral advice in areas of climate change, air quality and environmentally sustainable design.
- Engage external stakeholders and work collaboratively to support Council's climate response with the local community.
- Develop and deliver toolkits, engagement activities, information, workshops etc. to raise awareness, promote relevant initiatives and support Council's climate response, internally and externally.
- Work with the relevant Council's Advocacy team to inform the development of an effective advocacy plan for Council that considers climate emergency. This may include working collaboratively with other Councils and organisations;
- Under the guidance of the Coordinator manage contracts with external providers against service delivery specifications and environmental and financial performance indicators as required;
- Support the development of Council and Executive reports, briefings or presentations.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

## Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.

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- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

## **JUDGEMENT AND DECISION MAKING**

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

## **MANAGEMENT SKILLS**

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

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## INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- A tertiary qualification in Environmental Policy, Environmental Science, Environmental Social Science, Environmental Management or a relevant related field, with a minimum of three years' experience in environment, sustainability and project management roles.
- Demonstrated experience working in a climate emergency focused role.
- Experience, knowledge and understanding of the relevant legislation for this role.
- Demonstrated interpersonal skills including the proven ability to build and maintain effective working relationships across a range of stakeholders, with the ability to influence, work collaboratively and develop partnerships.

### Desirable:

- Demonstrated capacity to develop and implement adaptation frameworks.
- Experience and/or knowledge of working within a Council environment highly desired.

## KEY SELECTION CRITERIA

- A tertiary qualification in Environmental Policy, Environmental Science, Environmental Social Science, Environmental Management or a relevant related field, with a minimum of three years' experience in environment, sustainability and project management roles.
- Significant knowledge and experience in dealing with strategic environmental sustainability issues, particularly climate change, in an urban setting.
- Proven experience in the design, implementation and assessment of environmental sustainability strategies, delivery frameworks and programs including embedding sustainability practices and culture across organisations
- Demonstrated ability to prepare reports, submissions and briefings on complex environmental sustainability issues and strategies.
- Demonstrated ability in developing and maintaining stakeholder relationships and well-established influencing skills that result in high quality and timely outcomes.
- Proven experience in preparing tender briefs, and managing consultant and/or contractor service providers to deliver high quality, timely outcomes.
- Highly developed oral and written communication skills.

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**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

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The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....