

Position Title:	Environmental Sustainability Officer		
Position Level:	Level 5/6	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Infrastructure	Position Number:	HR5128
Business Unit (Department):	Projects & Asset Management	Primary Location:	Works Depot
Team:	Natural Environment & Sustainability	Hours:	76 / Fortnight

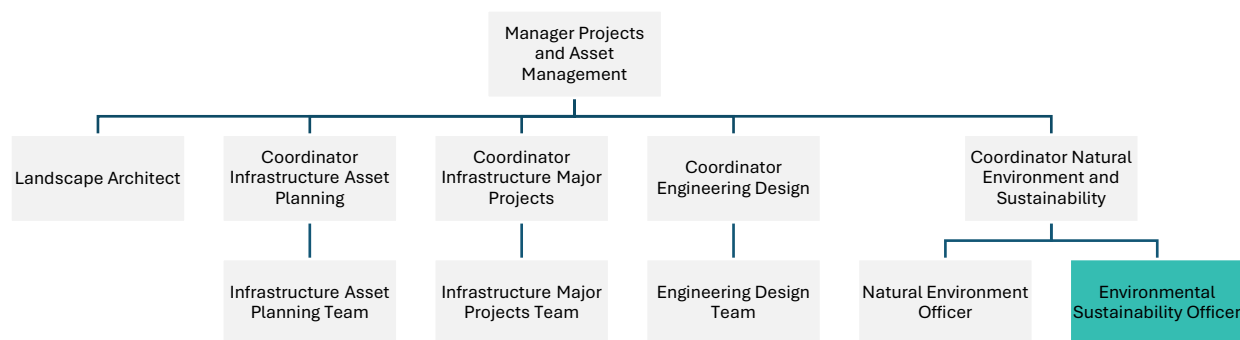
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Environmental Sustainability Officer is responsible for assisting the City in achieving its aspirations for sustainability and the natural environment through the preparation and implementation of strategic and operational plans and in liaising with relevant stakeholders. This role also provides support to the Natural Environment and Sustainability Team, and manages, coordinates and facilitates the Climate Action and Sustainability Working Group.

Projects & Asset Management Team Structure



Key Accountabilities

- Manage, deliver, facilitate implementation and report annually on the Sustainability and Environmental Strategy and Sustainability and Environmental Action Plan.
- Manage the City's corporate emissions accounts and deliver annual emissions reports.
- Manage, coordinate and facilitate the Climate Action and Sustainability Working Group.
- Manage and contribute to the development and implementation of additional key strategic documents including Climate Change/Net Zero Action Plans, Waterwise Council Action Plan.
- Manage and facilitate the implementation and review of the Climate Change Policy and Sustainability Policy and assist with the development of other Environmental Plans and Strategies.
- Provide coordination and support for the Natural Environment and Sustainability Team.

Authority and accountability

- Maintain accurate records and generate reports as required.
- Ensure correspondence is responded to within agreed timelines and quality standards.
- Ensure reports are produced and distributed within agreed timelines and quality standards.
- Maintain compliance with policies, statutory requirements, and confidentiality protocols.
- Provide advice and support, and internal or external recommendations to stakeholders on matters relating to sustainability, Natural Resource Management and environmental management.
- Monitor and report on the effectiveness of Natural Environment and Sustainability strategies and action plans.
- Ensure projects are delivered on time, within budget, and to the required quality standards.

Judgment and problem solving

- Support problem solving by researching information, analysing options, and preparing recommendations for consideration.
- Support the activities and planning processes of local community groups through advice and on-ground project assistance where appropriate.
- Apply established procedures to review documents, prepare reports, and implement strategic and operational plans.
- Prioritise workload and apply sound judgment when managing multiple deadlines.

- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.
- Organise and support meetings, including scheduling, preparing agendas, taking minutes, and following up on actions.
- Identify and resolve discrepancies or inconsistencies in natural environment and sustainability.

Specialist knowledge and skills

- Apply knowledge in sustainability and climate change, natural resource management and environmental management to develop strategic and operational plans.
- Carry out research activities to inform project opportunities as directed by Coordinator Natural Environment and Sustainability.
- Support the Environmental Team in delivering compliance tasks relating to bushland management, pest management, contaminated sites, environmental education and native vegetation clearing.
- Participate in training programs and initiatives to enhance professional performance.
- Apply strong document management and formatting skills to produce accurate, professional reports.
- Maintain knowledge of relevant legislation, policies, and frameworks within local government.
- Stay up-to-date with industry trends, best practices, and innovative approaches to natural environment management and sustainability.

Management skills

- Provide guidance and on-the-job training on Natural Environment and Sustainability systems, processes, and documentation requirements.
- Undertake and support community and stakeholder (public/private sector) engagement processes.
- Complete tasks in accordance with defined processes and within required deadlines to ensure accuracy, compliance, and efficiency.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards.
- Undertake other duties as directed by the Coordinator Natural Environment and Sustainability.
- Manage Natural Environment and Sustainability strategies schedules and deadlines.
- Manage assigned project activities, monitoring and reporting on progress to ensure delivery in line with project scope and timeframes.

Interpersonal skills

- Communicate clearly and professionally with staff, Councillors, community members, and external stakeholders.
- Foster positive working relationships with colleagues and external parties to support cooperative and transparent natural environment management and sustainability practices.
- Provide a high level of customer service to general incoming and outgoing enquiries.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.
- Represent the City in networking and knowledge sharing forums and events focused on climate change and sustainability.
- Coordinate with relevant stakeholders, such as state government agencies and industry groups, to manage and contribute to key strategic documents.

Key Relationships

Reports To	• Coordinator Natural Environment and Sustainability
Supervises	• Nil
Indirect Positions Managed	• Nil
Key Internal Relationships	• All City of Bunbury Employees • Project Stakeholders
Key External Relationships	• State, Local and Commonwealth Government Agencies • Industry Specific Professional Groups • External Working Groups and Committees • Community Groups

Financial Accountability and Delegations

Financial Accountability	• Acts within established practices. • Purchasing limit \$5,500
Delegations	• Nil

Extent of Authority

This position may exert influence in the following:

- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe.
- Exercise initiative and/or judgement within clearly established Policies and Procedures.
- Is fully accountable for the content, accuracy, validity and integrity of advice provided.
- Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines.

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Certificate and/or other post-secondary qualification in an Environmental or Sustainability field; or extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.	✓	
Diploma or Advanced Diploma in an Environmental or Sustainability field; or appropriate extensive in-house training or equivalent.		✓
Degree in Environmental Management or Sustainability.		✓
Demonstrated experience in developing and implementing strategic documents and management plans in an Environmental or Sustainability context.	✓	
Sound understanding and experience in sustainability principles and their practical application at a local government and community level.	✓	
Previous experience and knowledge in climate change, mitigation and adaption.	✓	
Previous experience and knowledge in corporate emissions accounting and reporting.		✓
Previous experience on projects located in the south-west of Western Australia.		✓
Experience communicating with, engaging, and coordinating a variety of stakeholders.	✓	
Experience building and maintaining relationships with a range of stakeholders.	✓	
Strong data literacy, including demonstrated experience using programs to capture, store and analyse data.	✓	
Experience in producing high quality documentation and reports.	✓	
Relevant knowledge and experience in the management of environmental issues and problem solving at a local, state, national and global level.	✓	
Current Working with Children Check (WWC).		✓
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	Essential	Desirable
High level interpersonal skills including the ability to liaise effectively and courteously with internal and external customers.	✓	
High level of verbal and written communication skills across a broad range of styles, including mediation in a workshop environment and stakeholder consultation.	✓	
Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results.	✓	
Advanced organisational skills with the ability to handle multiple assignments.	✓	
Well-developed problem solving and analytical skills.	✓	
Demonstrated time management and prioritisation skills.	✓	
Disciplined approach and attention to detail.	✓	
Excellent negotiation and problem-solving skills with the ability to use discretion at all times.	✓	
High-level computer literacy, including the ability to develop reports, tables and templates for a variety of audiences.	✓	
Demonstrated ability to prioritise and work both independently and collaboratively to achieve results.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	

Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.		

Mission Statement

Welcoming and full of opportunities

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



We are Community

C

- We are one team
- We keep each other safe
- We display empathy and respect
- We have fun and celebrate our successes
- We work together to achieve great outcomes



We are Open

O

- We are open to opportunities
- We actively listen and think things through
- We are inclusive and treat everyone equally
- We are honest and open in our communications
- We are open to feedback to improve our performance



We are Brave

B

- We lead the change, we own it
- We trust and empower each other
- We have the difficult conversations early
- We hold ourselves to the highest standard
- We have the courage to improve and simplify

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

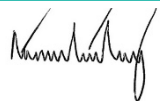
- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:	Manager Projects and Asset Management	Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:	15/07/2026	Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.