

**POSITION: COORDINATOR SUSTAINABILITY STRATEGY & EDUCATION**

**REPORTS TO: MANAGER ENVIRONMENT & SUSTAINABILITY**

**ACCOUNTABLE TO: DIRECTOR CITY PLANNING**

**GROUP: CITY PLANNING**

**DATE REVISED: OCTOBER 2024**

## ROLE CHARTER

This role charter is indicative of the position only and not intended to be a comprehensive and exhaustive list of the accountabilities and duties of a coordinator of Council. Just as the organisation is adaptive and responsive, Council's coordinator roles are similarly dynamic. This role will evolve and change over time, in line with the growth of the City, changing strategic directions and desired operational outcomes.

Ongoing professional learning, organisational development and continuous improvement are fundamental tenets of Council's operations, and as such coordinator role charters and accountabilities will change over time.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

### OUR GUIDING PRINCIPLES ARE:



**MAKE THINGS EASY**

Do the hard work to make things intuitive for me.



**BE WELCOMING**

Care for me as a person, not a task or a number.



**BE OPEN MINDED**

Listen to me and work with me to find solutions.



**LOOK OUT FOR ME**

Thoughtfully anticipate what will make my days go smoother.



**KEEP YOUR PROMISES**

Follow through on your commitments to me.

### PRIMARY PURPOSE

To coordinate the day to day operation of the Sustainability Strategy and Education team and to collaborate as a member of the department in delivering Maitland City Council's Operational Plan.

To ensure that the lead, joint and partnered accountabilities as outlined in Council's Delivery Program, are achieved through the active modelling of the Guiding Principles and within the Integrated Planning and Reporting and other organisational frameworks.



To enact Council's strategies and policies relevant to the section's operation as well as ensure the delivery of plans, programs, procedures and systems focussed on the attainment of the identified four- year objectives.

To provide leadership and innovation to the Sustainability Strategy & Education team and to lead, coordinate and ensure the efficient and effective delivery of a range of functions and services specific to environmental sustainability and education. The Coordinator Sustainability Strategy & Education is responsible for delivering environmental sustainability strategy support and community engagement and education relating to environmental sustainability in an urban and peri-urban setting, including waste and circular economy, management and care for the natural environment, biodiversity, climate change adaptation and mitigation, sustainable living and environmental resilience.

## **LEADERSHIP**

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community. Having a deep sense of purpose leaders in partnership with their team are the principal force that motivates and coordinates the section in accomplishing its operational objectives.

The leader is committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering across the department to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

## **MANAGEMENT**

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

### **Manage people**

- Supervise, support and coach staff in undertaking the work and projects of the section
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing
- Contribute to a positive employment relationship
- Champion a safe and healthy workplace and fair and equitable work practices
- Demonstrate effective communication, problem solving and interpersonal skills

### **Manage operations**

- Support the Manager and the departmental team in the effective delivery of Council's services
- Coordinate and implement actions and tasks as identified in the Operational Plan
- Manage the daily operations of the section within identified budgets, delegations and administrative processes
- Maintain operational oversight of the functional area of expertise so as to inform and participate in annual planning



and reporting processes

- Develop procedures and other tools to support implementation of adopted strategies and policies
- Provide timely and accurate information and reports to the Manager
- Administer and comply with the organisations policies and procedures
- Administer and undertake training and development

### **Manage relationships**

- Act as the primary link between the Manager and the staff of the section
- Contribute to the departmental management activities including support for other members of the departmental management team
- Effectively participate in nominated cross organisational project teams
- Establish and maintain productive relationships with identified stakeholders or groups

### **Manage performance**

- Have input and implement business plans for the department for integration with Council's Strategic Planning
- Monitor and report on the sections performance against the Operational Plan and business plans
- Identify opportunities for employee development and performance improvement within Council's workforce development framework
- Focus on the continuous improvement in the execution of actions/tasks of the section

### **CORE ACCOUNTABILITIES**

In addition to fulfilling the core leadership and management accountabilities described above, the Coordinator is also accountable for:

1. Lead, coordinate and support the operation of Council's Sustainability Strategy & Education function in accordance with relevant acts and regulations and the organisation's adopted policies and associated framework in the local government context.
2. Lead, coach and develop staff across the Sustainability Strategy & Education team, ensuring collaboration and excellence in service delivery to both internal and external stakeholders.
3. Develop, implement and monitor performance of policies, strategies, management plans and risk assessments relating to urban and regional environmental sustainability, both in terms of Council's performance and local government area wide issues.
4. Supervise the development and delivery of community education and behaviour change programs to enable achievement of the objectives and targets of Council's adopted environmental sustainability strategy and policies, and other legislated environmental targets relevant to the LGA including but not limited to, waste avoidance and diversion of waste from landfill, circular economy, greenhouse gas emission reduction, water conservation, canopy cover, urban greening and biodiversity.



5. Oversee the project management of environmental sustainability initiatives including budget, time and scope management to ensure delivery of Council's objectives within required project parameters.
6. Actively contribute to the development and implementation of organisation wide environmental sustainability management through the development of strong and collaborative working relationships across departments and teams within Council.
7. Build collaborative working relationships with external partners including but not limited to Mindaribba Local Aboriginal Land Council, Hunter Local Land Services, neighbouring Councils, Hunter Water, Ausgrid, the Hunter Joint Organisation, state and federal agencies and relevant community organisations.
8. Oversee Council's participation in grant funded environmental sustainability strategy and education programs under relevant State and Federal government grant programs, including preparation of grant applications, grant project delivery, acquittals of grant monies and associated reporting.
9. Ensure that the team are timely and professional in their approach to assisting the public concerning enquiries relating to environmental sustainability activities, including Council's requirements and any appropriate regulations.

To undertake any other duties, projects or tasks as directed by the Manager which are within the employee's skills, competence and training.

To behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

## **ESSENTIAL CRITERIA**

1. Degree qualifications in Environmental Science, Environmental Engineering, Environmental Education or an equivalent combination of relevant contemporary experience and/or education/training particularly in an environmental sustainability role.
2. Contemporary industry knowledge and demonstrated experience in environmental sustainability management in an urban setting with a focus on at least one of the following: circular economy, waste avoidance, energy efficiency, water efficiency, renewable energy or sustainable transport.
3. Extensive knowledge and experience in developing and implementing environmental behaviour change programs.
4. Demonstrated experience and ability to lead, coach and support staff and build teams with a commitment to achieve high standards of performance, meet work targets and objectives and deliver an exceptional customer experience.
5. Demonstrated negotiation and facilitation experience in the resolution of complex problems.
6. Proven ability to analyse information and produce meaningful, business-focused reports and metrics for sound decision making.
7. Well-developed interpersonal skills, including the ability to establish and maintain working relationships with internal and external stakeholders including employees, developers, community groups and the broader community.
8. Demonstrated ability to operate within defined budgets and to meet the operational and strategic financial targets of an organisation.
9. Current Class C Driver's licence.



**DESIRABLE CRITERIA**

1. Proven ability to lead change to enhance the customer experience and embrace new digital technology.
2. Demonstrated experience in the use of Geographic Information Systems (GIS) and data analysis tools relevant to environmental data.
3. Certification in project management such as PMP or Certificate IV in Project Management, or demonstrated equivalent experience.

Date:

Agreed:

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Employee Name

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Employee signature

