

POSITION: **PRINCIPAL SUSTAINABILITY OFFICER**

REPORTS TO: **MANAGER ENVIRONMENT AND SUSTAINABILITY**

ACCOUNTABLE TO: **GROUP MANAGER PLANNING AND ENVIRONMENT**

GROUP: **PLANNING AND ENVIRONMENT**

DATE REVISED: **JANUARY 2021**

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

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:



PRIMARY PURPOSE

Working in collaboration with a range of internal and external stakeholders, the role will be responsible for development and delivery of strategy, programs and projects that improve environmental sustainability outcomes for Council's operations and the wider Maitland community.

CORE ACCOUNTABILITIES

1. Research and develop strategy, policies and plans in the fields of urban and regional sustainability, with a particular focus on energy and water efficiency, renewable energy, sustainable development and transport.
2. Support the development of high quality business cases, cost benefit analyses and funding applications for environmental sustainability projects and programs.

3. Monitor, measure, analyse and report upon key environmental sustainability and resilience metrics for Council's operations and the wider local government area.
4. Research, implement and support technologies relevant to measurement, monitoring and predictive modelling of environmental sustainability and resilience indicators.
5. Support innovation and act as a technical expert for the organisation by providing mentoring and strategic advice on emerging areas of environmental sustainability, with a particular focus on emerging technologies that support sustainable urban development.
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. Consult and liaise with government agencies, statutory authorities, business, industry, inter Council and the community in relation to environmental sustainability issues.
8. Provide high-level technical advice and mentoring to the team and internal stakeholders as required.
9. Working with relevant Council officers from across the organisation, deliver environmental sustainability projects consistent with relevant policy and plans including the development and management of budgets.

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

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

ESSENTIAL CRITERIA

1. Completion of a degree in environmental engineering or environmental science, environmental sustainability, data science 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: energy efficiency, water efficiency, renewable energy or sustainable transport.
3. Demonstrated experience in use of technology and data analytics to support delivery of environmental sustainability outcomes
4. Demonstrated experience in the development of business cases and cost benefit analyses for environmental sustainability projects and programs.
5. Solid research, analytical and problem solving skills with previous experience in presenting findings to key stakeholders with specific recommendations and actions.
6. Strong experience in managing environmental sustainability projects and delivery of outcomes on time and within budget
7. High level interpersonal and communication skills with a proven ability to work collaboratively with internal and external stakeholders across a broad range of disciplines to effectively influence outcomes.
8. Current Class C driver's licence.

DESIRABLE CRITERIA

1. Previous experience with a mapping program such as Mapinfo or Esri
2. Familiarity with the principles of digital asset management



Date:

Agreed:

Employee Name

Employee signature

