



Performance Profile Sustainability Officer

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> Enhance community connection and well-being. Operate as environmental custodians for the future. Support local jobs, industry, and small business and facilitate sustainable development. 	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Sustainability Officer	Direct Reports:	No direct reports
Department:	Sustainable Projects		
Reports to:	Manager Sustainable Projects		
Status:	Full-time		

Performance Summary
<p>The Sustainability Officer is expected to:</p> <ul style="list-style-type: none"> Promote the preservation and protection of our natural environment whilst balancing the effects of population growth and development of the community. Promote sustainable best practice in corporate operations and across the broader community. Establish networks and foster productive relationships with community groups, government agencies and other environmental and sustainability groups. Have an excellent level of inter-personal and communication skills, delivering a high level of customer service to a diverse range of clients both internal and external. Be solution focused and have a 'can do attitude'. Champion the Shire's vision, values and objectives. Be inspired and motivated as part of the Sustainable Projects team.

Key Responsibilities

- Deliver sustainability, biodiversity and waste minimisation projects in line with the Shire's Corporate Business and Long-Term Financial Plans.
- Engage with internal and external stakeholders to design and deliver educational programs, workshops and community events focused on sustainability, environmental biodiversity and waste education.
- Undertake implementation and review of new or existing management plans and strategies, including the Shire's Sustainability Strategy and Action Plan and Reserve Management Plans relevant to bushland, coastal and foreshore environments.
- Provide environmental technical expertise and advice on the protection, rehabilitation, enhancement and management of the Shire's natural assets to internal and external stakeholders.
- Maintain and enhance collaborative partnerships with various environment and community groups.
- Facilitate and manage control programs including mitigation of threats from weeds, feral animals and pathogens.
- Deliver, contribute to or attend relevant internal/external environmental and sustainability events, workshops and forums as required.
- Represent the Shire on relevant working groups and committees.
- Prepare and submit environmental permit applications on behalf of the shire, ensuring compliance with all relevant regulations and guidelines.
- In conjunction with Shire GIS users, maintain and update the Geographic Information System (GIS) database to ensure accurate and up-to-date spatial data.
- Investigate and advocate for sources of funding for the Shire and community, including the preparation of submissions, grant applications and reporting activity.
- Provide a high-level of customer service both internally and externally, whilst supporting the connection with our diverse community.
- Accept new responsibilities, help team members, learn new skills and focus on organisational improvement.
- Undertake other duties as required by the Manager Sustainable Projects.

Position Requirements

- Tertiary qualifications in a relevant field or relevant experience in environmental management, and/or sustainability management fields.
- Considerable experience in the development, management and implementation of environmental sustainability, biodiversity and waste minimalisation projects and programs.
- Proven ability to manage multiple projects concurrently with demonstrated experience in project and funding management.
- Capability to work within budgetary constraints, time limitations, and corporate goals and objectives.
- Demonstrated experience working collaboratively with a wide range of stakeholders to achieve outcomes relevant to the Key Responsibilities of the role.
- Experience in monitoring, compliance and reporting.
- Experience in grant writing, reporting and acquittal.
- GIS skills and/or experience in similar role (desirable).
- Provision of a current National Police Clearance.
- 'C' Class Driver's Licence.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire’s Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE _____