



| | | |
|---|---------------------------------|---|
| JOB TITLE Climate & Sustainability Projects Officer | CLASSIFICATION Band 6 | REPORTS TO Coordinator Climate & Sustainability |
|---|---------------------------------|---|

WHAT WE TRUST YOU TO DELIVER




- » Support and drive the City of Stonnington's climate emergency response commitments for both Council and the Stonnington community.
- » Develop and deliver environmental initiatives to support Council's transition to zero corporate emissions.
- » Track, monitor and report on Council's environmental performance, including emissions and resource consumption.
- » Provide advice and guidance relating to climate change, greenhouse gas emissions, resource management, and sustainable procurement.
- » Provide expert support to capital project design and delivery teams to ensure optimal environmental sustainability and climate resilience outcomes, and compliance with Council's Sustainable Assets Policy and other relevant guiding documents.
- » Track, monitor, and evaluate the environmental benefits of sustainability and capital projects.
- » Represent Council as part of the Eastern Alliance for Greenhouse Action.
- » Contribute to the development of an Offsets Policy, supporting Council to purchase offsets that achieve best-practice, transparent, and cost-effective emissions reduction.
- » Deliver up-to-date knowledge of environmental best practice, new innovations, and environmental tools to enable Council to achieve its environmental objectives.
- » Partner with internal teams and external partners to champion and drive environmental projects to achieve Council's climate emergency objectives.
- » Contribute to the strategic planning, implementation, evaluation and reporting of environmental projects and programs related to our City's sustainable environment and climate change strategic objectives.

WHAT YOU'LL NEED TO THRIVE




- » Proficient understanding of climate change, greenhouse gas emissions, energy efficiency, electrification, and resource management in an organisational context, and effective actions that support a transition to zero carbon corporate emissions.
- » Demonstrated experience in the design and implementation of corporate emission reduction projects, including preparing project briefs and managing contractors and budgets.
- » Demonstrated experience working with multidisciplinary teams to facilitate successful cross-organisational projects.
- » Highly effective communication and collaboration skills with the proven ability to build internal and external relationships and gain buy-in and support from key stakeholders to deliver project outcomes.
- » Practiced use of initiative and autonomy to innovate and explore continuous improvement opportunities.
- » Tertiary qualifications in sustainability, environmental management, environmental science, renewable energy, energy management, engineering, or other related discipline and/or demonstrated practical experience in these areas.

WHAT WE'LL DO TO SUPPORT YOU




- » Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long-term growth and career development.
- » Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



| | | | | | |
|-------------------|--------------------|--------------|---------------|-----------------|----------------|
| CAPABILITY | Project Management | Change | Communication | Good Governance | Achievement |
| LEVEL | 2 | 2 | 2 | 2 | 2 |
| CAPABILITY | Leadership impact | Decisiveness | Agility | Care | Growth Mindset |
| LEVEL | 2 | 2 | 2 | 2 | 2 |