

POSITION DESCRIPTION

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| Position Title: | Climate & Sustainability Officer | Directorate: | Infrastructure & Development |
| Position Number: | 100619 | Department: | Property, Environment & Waste |
| Employment Status: | Full-Time | Section: | Recreation & Environment |
| Employment Type: | Permanent | Location: | Council Chambers |
| Classification: | Grade 4 | | |
| Reports to: | Coordinator Recreation & Environment | | |

PRIMARY PURPOSE:

The purpose of this position is to lead and coordinate the implementation of Council's Climate Change Mitigation Action Plan and other key sustainability initiatives. The role provides strategic and technical expertise to drive the reduction of greenhouse gas emissions, enhance organisational and community climate resilience, and embed sustainability across Council operations and decision-making. This position supports cross-departmental collaboration, builds internal and external partnerships, and contributes to the achievement of Council's environmental and sustainability goals in alignment with local, state, and national climate policy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters

We are trusted

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge

We deliver

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

| RESPONSIBILITIES/TASKS | DUTIES |
|--|---|
| Climate Mitigation, Adaptation & Sustainability | <ul style="list-style-type: none"> • Oversee the delivery of Glenorchy City Council's Climate Change Mitigation Action Plan, including tracking progress and preparing reports to demonstrate outcomes and inform continuous improvement. • Identify, coordinate, and support actions to reduce both Council's corporate emissions and those of the broader community. • Provide strategic advice on climate risks and support the integration of climate change adaptation into Council's planning, asset management, and decision-making processes. • Respond to asset management issues that may affect Council's ability to meet its climate and sustainability targets, ensuring alignment with long-term environmental goals. • Contribute to capital works planning, procurement processes, and risk assessments to ensure climate and sustainability considerations are embedded from the outset. • Collaborate across Council teams to deliver internal climate change training, tools, and awareness initiatives that build staff understanding and commitment to sustainability. • Contribute to broader environmental and sustainability priorities such as natural values management and waste minimisation. • Maintain up-to-date knowledge of relevant environmental legislation, policies, and programs at local, state, and federal levels, and apply this knowledge to inform Council's climate and sustainability initiatives. • Identify and pursue external funding opportunities to deliver environmental, climate and sustainability projects. • Support Council's Natural Areas Engagement Officer and the Environmental Volunteer Program, including some weekend work to support volunteer events (relevant weekend penalty rates and/or Time Off In Lieu apply). |
| Safety and Compliance | <ul style="list-style-type: none"> • Monitor and report on climate activities with applicable legislation, regulations, and standards to ensure legal, safety, and certification requirements are met. Identify areas of non-compliance and recommend and implement corrective actions as appropriate. • Ensure activities and projects are completed on time, within budget, and in full alignment with the organisation's compliance, safety, and regulatory obligations. • Perform all responsibilities in accordance with GCC policies, directives, procedures, and relevant legislative requirements, maintaining a strong focus on safety and compliance. • Maintain accurate and up-to-date records in line with GCC's document management policies and recordkeeping standards. |
| Organisational | <ul style="list-style-type: none"> • Undertake all activities in accordance with GCC's code of conduct, values, policies, procedures, and relevant legislation. • Promote a positive image of the Council while representing the council to internal and external clients. • Identify and share new and continuous improvement opportunities. • Maintain knowledge and expertise in the relevant field/s and keep abreast of best practice and developments in legislative requirements. |

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| | <ul style="list-style-type: none"> • Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities. • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken. • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community and employees. |
| Project and Program Management | <ul style="list-style-type: none"> • Identify and pursue external funding opportunities to support the delivery of strategic and operational initiatives. • Prepare and submit detailed funding applications and manage the full grant lifecycle—including milestone tracking, reporting, and acquittals—in accordance with funding body requirements. • Coordinate procurement activities including scoping, tender development, contract negotiation, and supplier engagement, ensuring compliance with Council procurement policies and legislative obligations. • Maintain project registers to track milestones, budgets, risks, issues, and dependencies. Proactively identify and manage risks, applying mitigation strategies and escalating critical issues when necessary. • Collaborate with internal teams and external stakeholders to define project scope, deliverables, timelines, and success criteria, ensuring alignment with organisational priorities. • Monitor and report on project performance. • Promote continuous improvement by reviewing project outcomes, capturing lessons learned, and implementing recommendations to enhance future project delivery. |
| Planning, Strategy & Policy Development | <ul style="list-style-type: none"> • Support the development and review of climate and sustainability-related strategies, policies, action plans, and reports. • Contribute to the integration of climate and sustainability considerations in corporate documents and land use planning processes. • Provide targeted environmental advice for development assessments and approvals relevant to the Tasmanian Planning Scheme to ensure positive development outcomes are fostered through timely, sound, and consistent environmental advice. • Provide strategic environmental input into Planning Scheme amendments. • Monitor, analyse and report on emissions, energy use, waste generation, and other environmental indicators. • Maintain datasets and prepare reports for Council and stakeholders. |
| Community Engagement & Education | <ul style="list-style-type: none"> • Plan and deliver educational campaigns, workshops, and engagement activities to encourage community action on environmental, sustainability and climate change matters. • Collaborate with schools, businesses, and residents to support local emissions reduction, environmental, and sustainability initiatives. |

This role will require some after-hours activities when required by business needs. This will include some weekend work to support volunteer events (relevant weekend penalty rates and/or Time Off In Lieu apply).

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- As per delegation Schedules

ESSENTIAL:


- Current Drivers Licence
- Working With Vulnerable Persons Card (WWVP) (ability to obtain)

KEY SELECTION CRITERIA:

1. A relevant tertiary qualification in environmental science, sustainability, climate science, or related field, and experience in a sustainability, climate change, or environmental management role.
2. Demonstrated experience in the development and implementation of climate or sustainability strategies, including emissions reduction, adaptation planning, or behaviour change initiatives.
3. Strong interpersonal and communication skills, with experience building internal capacity, engaging the community, and working collaboratively and constructively with stakeholders.
4. Demonstrated ability to manage projects, prepare reports, and analyse data related to environmental, sustainability and/or climate change matters.
5. High level organisational and time management skills and the demonstrated ability to meet deadlines and stakeholder expectations under conflicting pressures in a dynamic environment.
6. Knowledge and experience in the use of Microsoft Office, Council/other finance, records, GIS and other related applications and processes (e.g. emissions calculators).

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

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| Manager Name: | | | |
| Manager Signature: | | Date: | |
| Director Name: | Luke Chiu | | |
| Director Signature: |  | Date: | 12/08/25 |

I have read and agree to abide by the requirements of this position description.

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|----------------------------|--|--------------|--|
| Employee Name: | | | |
| Employee Signature: | | Date: | |