

Sustainability Planner

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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The position is:

Position Title	Sustainability Planner		
Department & Section	Corporate Services, City Development		
Team	Environment		
Reporting to	Team Leader Environment		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 6		
Position Number	3112	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

The Sustainability Planner is responsible for developing plans and implementing systems and processes to support the integration of environmental sustainability priorities across the organisation and City.

The position will seek to ensure strategic environmental sustainability planning, measurement and reporting is integrated throughout council's service delivery and project planning cycles from project scoping through to implementation and review. This will involve a particular focus on leading delivery of our net zero emissions commitments and progressing climate adaptation outcomes both within the organisation and at a regional level.

The Sustainability Planner works closely with the Team Leader Environment, the wider Environment team, and across the organisation to accelerate improvements to environmental planning, engagement and performance across the organisation and in the community.

What does the position do?

- Provides policy, strategic and technical advice on environmental issues with a focus on greenhouse gas emissions reduction opportunities and climate adaptation responses.
- Develops and implements strategies, programs, systems and projects that build the capacity of council's operations to reduce greenhouse gas emissions and respond to climate impacts, in collaboration with business units across the organisation.
- Leads and coordinates the implementation and review of the organisation's Zero Net Emissions Plan.
- Develops and delivers awareness raising programs that encourage a whole of organisation approach to climate mitigation and adaptation.
- Engages with the community to facilitate community-led approaches to actions that reduce greenhouse gas emissions and build resilience to climate change.
- Applies a continuous improvement approach to council's climate emergency response, working with others to identify and implement improvements.
- Develops internal partnerships and manage targeted initiatives that deepen organisational understanding of environmental sustainability and climate response priorities.
- Develops regional partnerships and shared resources with other councils, the state government and LGA to support efficient development sustainability initiatives across the local government sector.
- Engages support from industry specialists and research institutions to ensure council can deliver best practice and support development of new approaches in environmental sustainability.
- Leads the delivery, reporting and review of the Green Business Incentive Scheme.

- Other reasonable duties as required.
- Work at other locations within Council if required.

What outcomes does the position deliver?

- An organisation that is a leader in achieving zero net emissions and creating a low carbon and circular economy and is well adapted to climate change impacts.
- Timely, accurate and well-communicated policy, strategic and technical advice is provided on integrating net zero emissions and climate response into council policy, programs and practices.
- Contracts with consultants are managed effectively.
- Projects are delivered on time and within budget.
- Council's performance measures (targets and indicators) are achieved.
- Internal and external stakeholders are engaged efficiently and effectively.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- A Tertiary qualification in environmental management, sustainability planning, carbon management or similar disciplines is essential.

Experience

- Experience (5 year's minimum) in environmental management and/or planning related roles is essential.
- Experience in climate change mitigation, adaptation and environmental programs relevant to a local government context.
- Strategic planning relevant to environmental sustainability including research, analysis and reporting on trends and indicators.
- Demonstrated experience in managing multiple streams of work under pressure.
- Experience in working in and creating governance frameworks to support program delivery in cross-disciplinary environments.
- Project management including writing reports, project briefs, procuring services, managing consultants and ensuring projects are delivered on time and budget.
- Developing corporate responses to strategic and political environmental issues.
- Developing and maintaining collaborative networks and strategic relationships and partnerships.
- Experience in the management of contractors and consultants.
- Experience in public speaking/presenting in relevant public forums.

Knowledge

- Contemporary knowledge and understanding of climate responses and the carbon management hierarchy as it relates to local government.
- Sound working knowledge of the principles and practice relevant to zero net emissions target setting and the tracking and monitoring of carbon emissions and offsets.

- Applied knowledge of contemporary strategic planning relevant to sustainability, climate change and the carbon economy.
- Applied knowledge of project management practices, techniques and principles and ability to apply them within a local government context.
- Knowledge of planning, implementing, monitoring, evaluating, and reviewing environmental policies and projects.
- High-level written and oral communication skills including the ability to convey complex ideas with clarity and simplicity to different audiences.
- Knowledge of identifying future business needs and developing business cases and grant applications.
- Understanding of state and national environmental policy context, legislation, and sciences.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.