



POSITION DESCRIPTION

Position Title	Climate Resilience Officer	Classification	Band 6
Directorate	Infrastructure and Environment	Department	Environment and Heritage
Direct Reports	Nil	Date	June 2026
Reports to	Coordinator Climate Change and Heritage		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

- To oversee the development, delivery, monitoring, reporting and review of strategies and policies as they relate to the role.
- To advocate for and support Council and the community to build resilience to the localised impacts of climate change, while being more energy efficient and reducing carbon emissions.
- To provide advice and support internally and externally on climate change adaptation and emission reduction.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Oversee the implementation and review of Councils Climate Change Adaptation Strategy and Towards Zero Emissions Plan
- Design and deliver climate change adaptation, resilience and energy efficiency projects, initiatives and programs.
- Support the development, coordination and delivery of Integrated Water Management (IWM) policy, plans and initiatives, including alignment with climate adaptation, urban cooling and liveability outcomes.
- Coordinate responses to coastal hazards and climate change impacts, including erosion, inundation and sea level rise, through integrated coastal hazard planning and water cycle management.

- Represent Council on relevant committees (including the South East Councils' Climate Change Alliance), at meetings and events as appropriate to carry out this position, including outside normal working hours.
- track and report on Councils carbon inventory and progress towards achieving carbon neutral targets.
- Provide advice and assistance to the organisation and community on energy efficiency, resilience and adaptation projects.
- Provide input and prepare responses to government legislation, policy and program proposals.
- Establish and maintain strong and positive relationships internally and with government agencies and community organisations.
- Prepare project briefs, grant applications and the implementation of grants including reporting requirements as they relate to the objectives of the position.
- Contribute to planning within the unit to ensure the effective services that support corporate goals.
- Prepare Council reports, together with appropriate recommendations for consideration by Manager.
- Undertake other tasks or projects as directed

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Problem solving may involve the application of these techniques to new situations.

- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency in the application of a theoretical or scientific discipline including the underlying principles as distinct from practices.
- A strong technical understanding of energy efficiency and renewable energy, climate change adaptation, carbon emissions management, coastal planning and integrated water management principles.
- Where applicable, experience in managing and delivering employee lifecycle support and initiatives.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Manage business unit operational budget within set parameters and delegation of authority.
- Data analysis and report writing, with a strong attention to detail.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public, other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication (written and verbal) and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Managing time, setting priorities, planning and organising own work and where appropriate other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications, industry qualification and/or equivalent experience in Environment, Environmental Science, Environmental Engineering, Planning or a related discipline
- Demonstrated technical knowledge of energy efficiency, renewable energy, carbon emissions management, climate change adaptation and resilience
- Experience in policy or strategy development, implementation (oversight), monitoring, review and reporting
- Demonstrated ability to develop and oversee policy and project implementation
- Experience working with a variety of audiences including community groups and engagement specific to climate change
- Experience in greenhouse gas emission calculations including data management, tracking, compilation, calculations and oversee verification in-line with national legislation and standards.
- A current Victorian drivers licence.

KEY SELECTION CRITERIA

- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of policies, procedures and relevant acts and regulations relating to the position.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time ongoing position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.