

POSITION DESCRIPTION

Position Title:	Climate Change Resilience Officer		
Classification:	Band 6	Status	Full Time
Group:	Infrastructure and Environment	Business Unit:	Environment and Heritage
Reports to:	Coordinator Climate Change and Heritage		
Direct Reports:	N/A	Date:	March 2024

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 contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- To oversee the 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 Aspirational Energy Transition Plan.
- Design and deliver climate change adaptation, resilience and energy efficiency projects, initiatives and programs.
- 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.
- Lead, track and report on Councils carbon inventory and progress towards achieving the adopted carbon neutral target.

- 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.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Manage business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or 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.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- 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

- Demonstrated ability to research and analyse information and prepare concise reports.
- Demonstrated ability to work with the community.
- A strong technical understanding of energy efficiency and renewable energy, climate change adaptation and carbon emissions management
- 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.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- 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

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- 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 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.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- A tertiary qualification in Environment, Environmental Science, Environmental Engineering, Planning or a related discipline.
- Demonstrated experience working within the climate change adaptation and mitigation field
- 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 project implementation.
- 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.
- 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 2021 and Cardinia's policies and procedures.

Tenure

This is a full-time on-going 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 Working with Children Check.