



# Position Description

## Sustainability Officer

<b>Classification</b>	Level 4/5
<b>Status</b>	Permanent Part time
<b>Reports to</b>	Executive Manager Sustainability and Environment
<b>Position Objective</b>	Facilitate the delivery of sustainability strategies, projects and initiatives for Town operations and the community
<b>Last Review Date</b>	June 2024

### **About the Town of Bassendean**

The Town of Bassendean is a small local government that sits along the Derbarl Yerrigan on the traditional lands of the Whadjuk Noongar people. We employ around 150 staff in diverse teams of dedicated people who are committed to delivering a wide range of services to our community. The Town maintains strong connections to our residents and drives positive change. We strive to build a strong, liveable community for now and for the future. Although we are small in size, we are big in heart, connectedness and collaboration

## About the Team

<b>Sustainability and Environment</b>	The Town's Sustainability and Environment unit develops, manages and implements plans to reduce and effectively manage waste, improve the natural environment and provide leadership in sustainable practices and climate action. We achieve this through active consultation, innovative approaches and evidence-based methods.
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## Role Responsibilities

### Strategic

- Effectively collaborate with stakeholders in identifying strategic priorities and targets for environmental sustainability
- Assist with / coordinate implementation of the Corporate Emissions Reduction Strategy, including collating annual carbon accounts and procurement of carbon offsets with an aim for carbon neutrality
- Support the Town's Waterwise Council re-endorsement, including coordinating water team meetings, implementation of the Waterwise Council Action Plan and annual reporting
- Assist with review and development of relevant strategic documents, policy, internal processes and other relevant guiding documents
- Provide regular reports and analysis of sustainability measures and outcomes, including preparation of annual reports to Council and external stakeholders

### Operational

- Plan and deliver workshops, programs and communication to staff, residents, businesses and other groups within the Town to promote sustainable practices and behaviour change
- Collate, review and analyse data and report on electricity, gas and water consumption for Town facilities
- Support the Recycling and Waste Officer with waste service delivery, implementation of Waste Plan actions, waste data collation /reporting and communication and site visits to address contamination in the Town's kerbside bins
- Receive and respond to public and general enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices with the aim of maintaining a strong education and customer service focus

## Administrative:

- Maintain records and accurate data on the Town's sustainability measures and outcomes
- Provide budget estimates, raise Purchase Orders, review invoices and manage expenditure of internal and external works within approved budgets.
- Carry out other duties as directed by Executive Manager Sustainability and Environment.

## Workplace Health and Safety:

- All workers must demonstrate a commitment to Workplace Health and Safety by taking responsible care/action to ensure own safety and the safety of work colleagues and others by complying with all Town of Bassendean Workplace Health and Safety policies, procedures and safety management systems

## Other Job Requirements

*The Town will assess applications and suitability against the above role responsibilities, leadership capability requirements and other requirements below.*

### Essential:

- Experience in sustainability, resource/ environmental management or a similar field
- Computer literacy skills, with the ability to undertake electronic data analysis and reporting
- Excellent communication skills and the ability to work with stakeholders
- Current 'C' Class Drivers Licence

### Desirable:

- Possession of, or progress towards tertiary qualifications in Environmental Science, Sustainable Development or related discipline
- Experience in development, implementation and review of sustainability targets and strategies

## Agreement

*The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.*

As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

# Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

## 1. Personal Attributes

<b>Manage Self</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	<ul style="list-style-type: none"> <li>✓ Demonstrates motivation to serve the community and organisation</li> <li>✓ Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>✓ Seeks and accepts challenging assignments and other development opportunities</li> <li>✓ Seeks feedback broadly and asks others for help with own development areas</li> <li>✓ Translates negative feedback into an opportunity to improve</li> </ul>
<b>Display Resilience and Adaptability</b> <i>Express own views, persevere through challenges, and be flexible and willing to change</i>	<ul style="list-style-type: none"> <li>✓ Is flexible and readily adjusts own style and approach to suit the situation</li> <li>✓ Adjusts tactics or priorities in response to changes in the organisational environment</li> <li>✓ Gives frank, honest advice, even in the face of strong, contrary views</li> <li>✓ Accepts criticism of own ideas and responds in a thoughtful and considered way</li> <li>✓ Welcomes challenges and persists in raising and working through difficult issues</li> <li>✓ Shows composure and decisiveness in dealing with difficult and controversial issues</li> </ul>
<b>Act with Integrity</b> <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	<ul style="list-style-type: none"> <li>✓ Models ethical behaviour and reinforces it in others</li> <li>✓ Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>✓ Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>✓ Monitors ethical practices, standards and systems and reinforces their use</li> <li>✓ Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Demonstrate Accountability</b> <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Is prepared to make decisions involving tough choices and weighing of risks</li> <li>✓ Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>✓ Takes responsibility for outcomes, including mistakes and failures</li> <li>✓ Coaches team members to take responsibility for addressing and resolving challenging situations</li> <li>✓ Oversees implementation of safe work practices and the risk management framework</li> </ul>

## 2. Relationships

<b>Communicate &amp; Engage</b> <i>Communicate clearly and respectfully, listen, and encourage input from others</i>	<ul style="list-style-type: none"> <li>✓ Presents with credibility and engages varied audiences</li> <li>✓ Translates complex information concisely for diverse audiences</li> <li>✓ Creates opportunities for others to contribute to discussion and debate</li> <li>✓ Demonstrates active listening skills, using techniques that contribute to a deeper understanding</li> <li>✓ Is attuned to the needs of diverse audiences, adjusting style and approach flexibly</li> <li>✓ Prepares (or coordinates preparation of) high impact written documents and presentations</li> </ul>
<b>Community &amp; Customer Focus</b> <i>Commit to delivering customer and</i>	<ul style="list-style-type: none"> <li>✓ Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>✓ Promotes a culture of quality customer service</li> </ul>

<p><i>community focused services in line with strategic objectives</i></p>	<ul style="list-style-type: none"> <li>✓ Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>✓ Ensures that the customer is at the heart of business process design</li> <li>✓ Makes improvements to management systems, processes and practices to improve service delivery</li> <li>✓ Works towards social, environmental and economic sustainability in the community/region</li> </ul>
<p><b>Work Collaboratively</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i></p>	<ul style="list-style-type: none"> <li>✓ Builds a culture of respect and understanding across the organisation</li> <li>✓ Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>✓ Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>✓ Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>✓ Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<p><b>Influence &amp; Negotiate</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts</i></p>	<ul style="list-style-type: none"> <li>✓ Builds and maintains professional relationships inside and outside the organisation</li> <li>✓ Makes a strong personal impression and influences others with a fair and considered approach</li> <li>✓ Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>✓ Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>✓ Uses humour appropriately to enhance professional relationships and interactions</li> <li>✓ Pre-empted and minimises conflict by working towards mutually beneficial outcomes</li> </ul>

### 3. Results

<p><b>Plan &amp; Prioritise</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i></p>	<ul style="list-style-type: none"> <li>✓ Ensures business plans and priorities are in line with organisational objectives</li> <li>✓ Uses historical context to inform business plans and mitigate risks</li> <li>✓ Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>✓ Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>✓ Implements systems for monitoring and evaluating effective program and project management</li> </ul>
<p><b>Think &amp; Solve Problems</b> <i>Think, analyse and consider the broader context to develop practical solutions</i></p>	<ul style="list-style-type: none"> <li>✓ Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>✓ Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> <li>✓ Is able to discuss issues from different angles and project impacts into the future</li> <li>✓ Considers the broader context when critically analysing information and weighing recommendations</li> <li>✓ Involves diverse perspectives in testing thinking and solutions</li> </ul>
<p><b>Create &amp; Innovate</b> <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i></p>	<ul style="list-style-type: none"> <li>✓ Encourages independent thinking and new ideas from others</li> <li>✓ Draws on developments and trends in the industry and beyond to develop solutions</li> <li>✓ Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>✓ Develops/champions innovative solutions with long standing, organisation-wide impact</li> <li>✓ Explores creative alternatives to improve management systems, processes and practices</li> <li>✓ Contributes own knowledge and experience to staff training and development sessions</li> </ul>

<b>Deliver Results</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<ul style="list-style-type: none"> <li>✓ Sets high standards and challenging goals for self and others</li> <li>✓ Delegates responsibility appropriately and provides support</li> <li>✓ Defines what success looks like in measurable terms</li> <li>✓ Uses own professional knowledge and the expertise of others to drive results</li> <li>✓ Implements and oversees quality assurance practices</li> </ul>
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#### 4. Resources

<b>Finance</b> <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Ensures the design/delivery of services is within budget</li> <li>✓ Explains the organisation's financial drivers to others in plain language</li> <li>✓ Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services</li> <li>✓ Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>✓ Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>✓ Seeks and applies specialist financial advice to inform decisions</li> </ul>
<b>Assets &amp; Tools</b> <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	<ul style="list-style-type: none"> <li>✓ Considers council and community assets in the design/delivery of services</li> <li>✓ Facilitates and monitors appropriate deployment of assets and tools in line with community priorities</li> <li>✓ Implements and monitors compliance with asset management and maintenance plans and policies</li> </ul>
<b>Technology &amp; Information</b> <i>Use technology and information to maximise efficiency and effectiveness</i>	<ul style="list-style-type: none"> <li>✓ Implements appropriate controls to ensure compliance with information and communications security and use policies</li> <li>✓ Implements and monitors appropriate records, information and knowledge management systems</li> <li>✓ Seeks advice from technical experts on leveraging technology to achieve organisational outcomes</li> <li>✓ Stays up to date with emerging technologies and considers how they might be applied in the organisation</li> </ul>
<b>Procurement &amp; Contracts</b> <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i>	<ul style="list-style-type: none"> <li>✓ Ensures that organisational policy on procurement and contract management is implemented</li> <li>✓ Applies knowledge of procurement and contract management risks to decisions</li> <li>✓ Ensures others understand their obligations to manage and mitigate risks in procurement</li> <li>✓ Implements effective governance arrangements to monitor provider, supplier and contractor performance</li> <li>✓ Represents the organisation in resolving disputes with suppliers and contractors</li> </ul>