



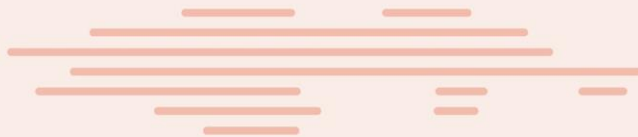
**Brighton
Council**

Position Profile

Sustainability & Climate Project Officer

JANUARY 2024

Brighton
going places



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Sustainability & Climate Project Officer

Applicants **must** address the specified selection criteria.

The Position

- Attractive salary based on qualifications and experience
- 14.5% Superannuation
- Flexible working arrangements
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Free on-site parking
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

The position holder will be a leader of change to support the development and delivery of Council's environmental leadership and sustainability priorities for Council and the community, with a focus on action responding to climate change.

1. Demonstrated experience involving climate change strategies at other organisations.
2. A high level of written and oral communication skills, including the ability to deliver presentations and to conduct meetings.
3. Ability to produce clear and concise reports in a range of formats, targeted appropriately to a variety of audiences.
4. Strong analytical and problem-solving abilities, including gathering and presenting data.
5. An ability to foster effective links and to achieve common outcomes conducive to all parties.
6. Demonstrated ability to set priorities, meet deadlines and work autonomously.

Essential

- Tertiary qualifications in Urban Planning, Sustainability, Natural Resource Management, Environmental engineering or relevant qualifications with relevant experience.

Desirable

- Understanding of Local Government operations
 - A high level of customer service and interpersonal skills.
 - Well-developed computer literacy including Microsoft Word and Excel.
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Duty Statement – Sustainability & Climate Project Officer

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Attractive salary will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. The hours of the position can be negotiated with the successful applicant. A typical working day is Monday to Friday, 8.15am to 4.45pm (30 minutes lunch).
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. Free parking is available on-site.
6. The appointment is subject to successful completion of a six (6) month probation period.
7. Applications for the position close at 7.00pm on **Sunday, 4 February 2024** and should be addressed to:

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Sustainability & Climate Project Officer

Position No:	472
Department:	Development Services
Program:	Planning Services

Position Classification:

Award type:	Brighton Council Enterprise Agreement
Classification:	Professional
Level:	2-3

Position Objective

- Being a leader of change to support the development and delivery of Council's environmental leadership and sustainability priorities for Council and the community a focus on action responding to climate change.
- The position will work collaboratively with Council staff, community groups, local businesses and other agencies.
- To develop and assist in the preparation, promotion and development of Council's sustainability and climate adaptation and mitigation projects, policies and strategies.
- Responsible for implementing the key actions of Brighton Council's Climate Change and Resilience Strategy.
- Advise Council on climate-related matters and help to embed climate action throughout the organisation.
- Facilitate projects in rewilding, biodiversity and education.

Key Responsibilities

- Implementing key actions from Council's Climate Change and Resilience Strategy
 - Management and coordination of Councils corporate emission reduction framework that includes sustainability monitoring and reporting on established emission reduction targets.
 - Increase internal and external awareness and education of climate change impacts, adaptation and mitigation measures.
 - Assist with the implementation of Council Strategies, Plans and Policies relating to environmental leadership, climate change and sustainability.
 - Assist with the development and implementation of effective and efficient strategies, programs and projects that build organisational capacity to adapt to climate change and support households, communities and businesses to respond to climate change impacts.
 - Establish and maintain partnerships and networking in sustainability and climate initiatives in collaboration with relevant stakeholders.
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- Increase community understanding on the potential impacts of climate change and build their resilience to these impacts.
- To deliver the projects and programs within the approved budget, efficiently and effectively with respect to cost, time, quality and risk.
- Review and update Brighton Council Climate Change Adaptation Plan 2012.
- Develop and implement an Energy Reduction Strategy for council properties and facilities.
- Pursue external funding opportunities for projects (including grants and collaborations / partnerships) that address sustainability and climate resilience issues.
- To ensure that a broad range of projects managed across the organisation are prepared having strong regard to the relevant legislative responsibilities and obligations as it relates to sustainability and climate change adaptation and mitigation.
- Ensure a collaborative approach across Council and in support of community led environmental action. Represent Council on issues relating to sustainability, climate change adaptation and circularity and ensure that Council provides engagement support to technical projects.
- Prepare reports for presentation to Council and Committees as required.
- Represent Council at Regional Climate Change Initiative (RCCI) meetings as required.
- Engaging with the Climate Change Office, as well as working with regional climate groups and other organisations on both state and regional work.
- The Project Officer may be required by the Director, Development Services to carry out a variety of other tasks aimed at assisting in achieving corporate goals or strategies and enhancing the efficiency and effectiveness of the organisation but which may not be specifically designated within the scope of this position description.

Organisational Relationship

Reports to:	Director, Development Services
Supervises:	Nil
Internal liaisons:	All Brighton Council Staff; Councillors
External liaisons:	General public; Government departments & agencies; Statutory Authorities and other Councils; community organisations; local business; professional organisations and suppliers of goods and services

Accountability and extent of Authority

Accountability

- This position is accountable for the effective and efficient actioning of all key responsibilities listed previously.
 - Accountable for the accuracy of specialist information provided to the Director, Senior Management Team, other staff and key stakeholders.
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Judgement And Decision Making

- Provide advice to Council officers and the community on options relating to achieving climate change and sustainability outcomes.
- Ability to seek input from, and negotiate with, a wide cross section of interests and develop appropriate actions.
- Identify future funding opportunities.

Extent of Authority

Financial:	Nil
Staff:	Nil
External correspondence:	Preparation of reports, correspondence as required
Council reports:	Preparation of Council reports as required

Specialist Skills and Knowledge

- Specialist skills in the area of sustainability and climate change relevant to Local Government.
- Support the delivery of specified elements of Council's priorities in the wider climate change and sustainability area, contributing to the development of strategy and policy as required.
- Knowledge of sustainability, climate change and renewable energy technology and opportunities.
- Highly developed evaluation, analytical and problem solving skills.
- Knowledge of local policies and sustainability issues for community and business.

Management Skills

- Ability to manage time, set priorities, plan and organise your own work and set objectives.
- Ability to coordinate projects within budget and milestone.
- Coordinate various groups of all ages and abilities to deliver high quality sustainability outcomes.

Interpersonal Skills

- Ability to engage with community and other stakeholders to deliver innovative and successful sustainability and climate change mitigation projects.
- Active participation and open communication with Council officers, staff from other organisations and the community for current and proposed policy and projects.
- Strong advocacy of sustainability standards and ethics for projects.
- Coordinate consultation for relevant projects.
- Act as a leader in the delivery of sustainability and climate change mitigation projects.

Qualifications And Experience

- May have completed tertiary qualifications specialising in environmental or climate studies or relevant qualifications with relevant experience.
 - Proven experience implementing climate change capacity within an organisation.
 - Experience in community engagement, policy development, project management and reporting.
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Risk Management

An employee while at work shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures.
- Adhere to and assist in the continuous improvement of Council's risk management systems.

Job Environment

Present Occupant:	Vacant
Hours of Employment:	Flexible work arrangements may be negotiated
Leave Entitlements:	As per Brighton Council Enterprise Agreement

Job Description Approval

Job analyst:	Director Development Services
Date analysed:	October 2023
Approved by:	General Manager
Date approved:	January 2024
