

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Sustainability Engagement Coordinator - Water
Division:	City Life
Unit:	Sustainability Programs
Management Level:	Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Sustainability Engagement Manager

Titles of Positions which report to this position:

None

Contractors for which this position is responsible:

Various consultants and contractors from time to time

3. PRIMARY PURPOSE OF POSITION

The Coordinator is responsible for developing, delivering and evaluating programs, services and actions that facilitate the improved environmental performance of residents, workers and visitors within the City of Sydney in line with Sydney 2030 directions and targets, and as further directed by the City's environmental strategy and sector action plans.

4. POSITION OBJECTIVES

The major objectives and accountabilities of the Coordinator are to:

- Support and encourage environmental performance improvement within the customer sectors of the City of Sydney in line with Sydney 2030. Current customer sectors being Commercial Office; Accommodation and Entertainment; and Residential.
- Maintain a continual improvement cycle and seek opportunities to integrate and leverage services and actions across the City that improve service efficiency and effectiveness.
- Develop, deliver and evaluate programs, services and actions to achieve the outcomes expressed in the sustainability strategy and sector action plans and in other relevant sector/ action plans across the City.
- Maintain collaborative relationships with key internal and external stakeholders to promote their continued participation and engagement in the City's sustainability programs and services.

- Maintain awareness and expertise in relevant environmental issues, methods, policy and legislation.
- Undertake other duties as required and directed from time to time.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. CAPABILITIES

The Coordinator is expected to demonstrate the following capabilities:

- **Operates Strategically** – Ensure the team understands the strategy and in collaboration with team members set performance objectives that show how each staff member contributes to the strategy.
- **Develops People and Culture** - Provides each staff member with guidance, development opportunities and feedback that drives high performance and reinforces our values.
- **Drives Results** – Establishes SMART goals for the team and individuals. Clarifies responsibilities and builds ownership by regularly monitoring team and individual progress. Sets high standards for operating ethically and efficiently and takes early corrective action when required.
- **Displays Awareness of Self and Others** – Keeps control of own emotions and seeks to understand others before responding. Demonstrates genuine empathy. Adapts well to change and stays calm under pressure.
- **Cultivates Productive Relationships** – Earns trust by being authentic. Demonstrates respect for each colleague, partner and or stakeholder by recognising the benefits of diverse ideas and approaches.
- **Manages effectively** – Finance and resource management; Procurement and contract management; Risk management and compliance; Technology and information management; and Project management.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

7. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

8. SELECTION CRITERIA

Essential Criteria:

- Relevant tertiary qualifications, at degree level and / or extensive relevant knowledge and experience.
- Demonstrated experience in the design, implementation and evaluation of environmental programs and campaigns.
- Demonstrated experience at working with and fostering relationships with a diverse range of internal and external stakeholders to deliver mutually beneficial outcomes.
- Highly developed oral, written and presentation communication skills together with the ability to provide clear written and verbal advice to internal and external stakeholders with a high level of accuracy.
- Ability to liaise, negotiate and effectively resolve conflicts and reconcile competing interests and / or experience in issues management.
- Demonstrated ability to design and deliver projects and programs on time, within budget and to scope whilst managing stakeholder expectations.
- Experience in water efficiency program development and implementation across strata/residential and business communities in order to achieve water savings.
- Experience in the design and/or use of solutions that enable low or no cost resource efficiency upgrades for buildings, for example on-bill financing.
- Knowledge of sustainability issues in the built environment and previous relevant experience within the building sector in relation to facility upgrades and retrofits.
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

Desirable criteria:

- Knowledge and understanding of local government and the ability to interpret relevant legislation and government policies and codes
- Relevant experience in data analytics and insights that identify campaigns and other opportunities that drive performance improvements