

# Position Description (Employee)

## Sustainability Data Insights Analyst

<b>Division</b>	<b>Chief Operations Office</b>
<b>Business Unit</b>	<b>Sustainability</b>
<b>Grade/Band</b>	<b>Band 7</b>
<b>Date position description approved</b>	<b>7 June 2021</b>

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

### Primary purpose of the position

This role is responsible for managing data associated with the City of Sydney’s environmental sustainability strategies and programs, in order to provide insights to inform program and strategy development and to support public environmental reporting.

The role contributes towards Sydney 2050 directions and targets, and the City’s environmental strategy and sector action plans.

### Key accountabilities

- Lead the identification, collection, integration and management of appropriate environmental data sets, that will enhance the City’s ability to generate insights into the environmental performance of City of Sydney operations and the broader local government area.
- Undertake data analysis to identify and quantify opportunities to improve the performance of buildings and occupants.

- Review the City's current public environmental reporting framework and make recommendations for improvements to deliver more customer-centric, efficient and engaging reporting.
- Develop the City's environmental data systems and data analysis capability, including managing service providers who maintain our Environmental Sustainability Performance platform.
- In partnership with the City's Data and Information Management unit, develop business insight, intelligence and analytics competencies within the Unit and other relevant areas of 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.
- Undertake other duties as required and directed from time to time.

## Key challenges

- Prioritising data gaps and issues for resolution taking into account the expectations of various stakeholders
- Developing data management and analysis capabilities amongst other staff in lieu of being a service provider to colleagues
- Identifying improved public environmental reporting methods that are efficient to produce and reach maximum audiences

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Sustainability Strategy and Sustainability Programs team members	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of project related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues</li> </ul>
<b>External</b>	
Stakeholders (sustainability partnerships members)	<ul style="list-style-type: none"> <li>• Improve data collection and provision of insights</li> </ul>
Service Providers and Consultants	<ul style="list-style-type: none"> <li>• Communicate needs, facilitate routine business transactions and resolve issues</li> <li>• Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>

## Key dimensions

### Decision making

The position is responsible for decision-making associated with environmental data management and provision of recommendations based on this data.

### Reports to

Sustainability Director

## Essential Knowledge, Skills & Experience

- Relevant Tertiary qualifications, at degree level, with higher qualifications desirable.
- Knowledge of sustainability issues in the built environment
- Demonstrated experience in data management and analysis, and experience in a variety of data analysis tools
- Demonstrated experience in internal and/or external environmental reporting
- Significant experience at working with and fostering relationships with a diverse range of internal and external stakeholders to deliver mutually beneficial outcomes.
- Excellent verbal, written and visual presentation skills and the ability to articulate technical topics in plain language to business stakeholders.

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
Relationships	<b>Work Collaboratively</b>	<b>Advanced</b>
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	Influence and Negotiate	Adept
Results	<b>Deliver Quality Results</b>	<b>Advanced</b>
	Create and Innovate	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
Resources	Finance	Intermediate
	<b>Technology and Information</b>	<b>Advanced</b>
	Assets and Tools	Adept
	Procurement and Contracts	Intermediate

*\*This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Is prepared to make decisions within own level of authority</li> <li>Takes an active role in managing issues in the team</li> <li>Coaches team members to take responsibility and follow through</li> <li>Is committed to safe work practices and manages work health and safety risks</li> <li>Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<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> </ul>

		<ul style="list-style-type: none"> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b> Deliver Quality Results	Advanced	<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>
<b>Resources</b> Technology and Information	Advanced	<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>