

POSITION DESCRIPTION



1. POSITION DETAILS

Position Title:	Sustainability Operations Coordinator
Division:	City Projects & Property (CPP)
Unit:	Property Services
Management Level:	Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Sustainability and Environment Manager

Titles of Positions which report to this position:

Temporary staff and other positions as required

Contractors for which this position is responsible:

3. PRIMARY PURPOSE OF POSITION

The Sustainability Operations Coordinator is responsible for assisting the Sustainability and Environment Manager to implement environmental sustainability plans and projects for all owned and occupied property assets. The position will ensure that all staff and stakeholders are engaged with the necessary changes and actions to achieve verifiable environmental and sustainability performance improvements.

4. POSITION OBJECTIVES

The key position objectives to be achieved by the Sustainability Operations Coordinator include:

Leadership

- Contribute as a collaborative member of the Property Services team in the achievement of the Unit's overall objectives.
- Support initiatives that improve the sustainability performance of the property portfolio towards meeting agreed organisational environmental targets and the Property Strategy delivery.

Management

- Ensure key stakeholders are informed and engaged in relation to sustainability management and monitoring as required.

Vision

- Understand the City's vision and changing sustainability priorities and strategies.
- Seek out opportunities for innovation to improve the sustainability performance of the portfolio.
- Develop/foster internal/external relationships and participate in forums that are relevant to improving future sustainability performance.



- Develop implementation plans to deliver sustainability objective outcomes.
- Actively seek out opportunities for innovation in sustainability to improve the overall performance of the property portfolio.

5. POSITION ACCOUNTABILITIES

The Sustainability Operations Coordinator accountabilities include:

- Develop, implement, review and manage the delivery of sustainability programs, plans and initiatives.
- Engage and educate staff in the area of environmental sustainability and encourage the development of a sustainable culture to operational management and service delivery.
- Develop and guide waste management at the City's most resource-intensive sites through installation of efficiency measures, waste improvement plans and changes in management practice.
- Research, assess and support the implementation of benchmarks and targets to improve the sustainability performance of buildings in the property portfolio of the City of Sydney.
- Plan and carry out works activities to ensure that legislative, management plan, budgetary and work plan requirements are met.
- Continuously provide updates of performance issues regarding sustainability management and provide comprehensive analysis of issues identified and corrective actions put in place to rectify.

Risk Management

- Support the development and maintenance of the Risk Register with appropriate mitigation strategies for inclusion in Unit's risk matrix.
- Identify specific risks and appropriate mitigation strategies and communicate for inclusion in Unit's risk matrix.

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 and implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

8. ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Relevant Tertiary qualifications, at degree level (Engineering, Sustainability, Project Management or Environmental Science), and/or significant experience in project management positions.
- Demonstrated project management experience, including budget management, contract administration, consultants briefs and management of projects aimed at improving the sustainability performance of buildings
- Ability to work as a team player in a cooperative, fast moving environment and:
 - Innovate and identify ideas for implement solutions to problems
 - Willingness to learn and take on new responsibilities
- Evidence of excellent stakeholder engagement skills with highly developed oral and written communication, interpersonal and negotiation skills.
- Energy, greenhouse gas, water data analysis, government industry benchmarking standards and reporting experience
- Demonstrate a commitment to Equal Employment Opportunity, Work, Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Experience with large property portfolios will be viewed very favourably
- Greater than 5 years prior experience in similar roles
- Demonstrated understanding of relevant statutory, legislative and regulatory requirements.