POSITION DESCRIPTION

1. POSITION DETAILS

Position Title: Sustainability Asset Specialist

Division: City Projects & Property

Unit: Property Services

Management Level: Employee

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Sustainability and Environmental Manager

Titles of Positions which report to this position:

Nil

Contractors for which this position is responsible:

This position involves the engagement and management of external consultants and/or contractors as required.

3. PRIMARY PURPOSE OF POSITION

Be solely accountable for, lead and take ownership of the City's sustainability outcomes for the Property assets management requirements of plant and equipment in line with the City's sustainability objective – "As a team, we create and operate sustainable assets through collaboration and innovation to meet the needs of our growing city"

Establish and manage City's Property assets sustainability baseline and road map by identifying risks and opportunities to reduce carbon and water consumption, optimise asset performance and improve business outcomes, developing and implementing a best in class asset whole of life strategy from asset design, install, operate through to end of life.

Direct business engagement by becoming a prime representative to sustainable asset management requirements, developing the integration process into the Facility Management environment and taking custodianship of asset data and performance within Management Information Systems (MIS).

Solely accountable to lead the efficient delivery of contracted sustainability services through the Facility Management Agreement including managing the outsourced service provider's sustainability performance target of 5% reduction per year as a critical success factor.

4. POSITION OBJECTIVES

The key position objectives to be achieved by the Sustainability Asset Specialist include:

Leadership

- Lead Sustainability asset management objectives and outcomes and contribute as a collaborative member of the Property Services leadership team in the achievement of the Unit's overall objectives.
- Direct all required activities to extend asset life in alignment with the city Strategic Asset Management Plan and whole of life outcomes.

Management

- Drive and monitor the performance of the outsourced Services Provider to ensure KPI's are met, delivering high standards of sustainability performance.
- Lead the Sustainability Facilities and Property Service Providers to deliver sustainability asset management services.
- Provide specialist advice in relation to leading sustainability performance for the City's significant program of new buildings including guidance on all sustainability opportunities and strategic approaches to environmental ratings where appropriate
- Manage the design, installation and integrity of energy, water and renewable systems in Property owned/occupied buildings to ensure reliable and safe continuous operation.

Vision

- Translate the City's vision and changing sustainability priorities and strategies.
- Lead and Develop/foster internal/external relationships and participate in forums that are relevant to improving future sustainability and utilities performance.
- Use extensive specialist expertise to provide input and advice to inform future asset strategies and sustainability management plans developed in conjunction with other divisions within the City.
- Identify and drive opportunities for innovation in sustainability asset management to improve the overall performance of the property portfolio with exceptional/ robust business ROI (return on investment).

5. POSITION ACCOUNTABILITIES

The Sustainability Asset Specialist accountabilities include:

Operational Strategy, Leadership and Delivery

- Develop, implement and maintain sustainable asset management processes aligned with ISO55001 and ISO 14001 standards.
- Ensure Strategic Asset Management Planning embeds sustainable objectives and outcomes within the property portfolio.

Subject Matter Expert

- Provide specialist strategic and operational sustainability advice for assets being managed, maintained, improved, acquired, repositioned or developed.

Governance and Reporting

- Drive, lead and champion the agreed program of sustainability implementation in accordance with agreed budget, schedule, specifications and identified deliverables and strong cross-divisional liaison. Collaborative, coordinated planning, design and delivery of all relevant sustainability infrastructure and services within City Property assets.
- Command strong and effective communication and consultation with internal and external stakeholders, including service providers.

Risk Management

- Accountability for effective sustainability related Risk Management and impact/ effect on Property asset base.
- Identify and manage where appropriate, specific risks and appropriate control & mitigation strategies.

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 Sustainability Asset Specialist will be able to exercise sole accountability for the role with autonomy in the day to day management in accordance with the targets set by the City of Sydney for the property portfolio
- The Sustainability Asset Specialist 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

- Tertiary and/ or professionally recognised qualifications in sustainable building services, plant and assets across technical services within all facets of building and infrastructure
- Experience in varied building portfolios including heritage and different use of buildings i.e. pools, commercial kitchens, retail, etc
- Proven ability to work autonomously, identify issues, problem resolution, establish baseline and program delivery.
- Proven ability to develop and focus on sustainable asset management strategies and deliverables around ROI and criticality within portfolios
- Strong commercial acumen and direct experience in asset management and various (hard and soft) service contract models.
- Proven ability to manage risks and opportunities, finance and undertake contract administration and identify and deliver continuous improvement strategies
- Highly developed experience in developing and managing strong relationships with clients & stakeholders formally and informally
- Demonstrated knowledge of sustainability development process for new assets, asset maintenance and whole of life asset management.
- High level of computer literacy, combined with a developed understanding of spreadsheet applications.
- High level of knowledge of software platforms which support sustainability outcomes i.e. MIS/ Building Management Systems (BMS)
- Demonstrate a commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Demonstrated understanding of Asset Management through hard and soft services
- Experience around root cause analysis and auditing
- Demonstrated understanding of Local Government Act and other relevant statutory, legislative and regulatory requirements.
- Identify professional memberships to support sustainability continuous improvement