



# South Coast Alliance Inc.

Mission: To promote the sustainable growth of the lower Great southern sub-region.

## POSITION DESCRIPTION REGIONAL CLIMATE ALLIANCE COORDINATOR

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Regional Climate Alliance Coordinator	<div>South Coast Alliance Inc. Executive Committee</div> <div>↓</div> <div>South Coast Alliance Executive Officer</div> <div>↓</div> <div>Regional Climate Alliance Coordinator</div>
<b>LEVEL:</b> Level 8, City of Albany Enterprise Agreement 2019	
<b>DIRECTORATE:</b> NA	
<b>REPORTS TO:</b> South Coast Alliance Executive Officer <b>RESPONSIBLE FOR:</b> N/A	

### 3. POSITION OBJECTIVE

The South Coast Alliance Inc. (SCA) is an alliance between four Local Governments in the lower Great Southern region of Western Australia, working to collaborate on initiatives to improve the economic prosperity and wellbeing of their communities.

SCA has been selected as one of Western Australia's first Regional Climate Alliances. The Regional Climate Alliance Program, funded by the Department of Water and Environmental Regulation (DWER) and administered by WALGA, has awarded provides funding to groupings of Local Governments to establish Alliances to take action on climate change, energy and sustainability issues. The Program is an initiative from the *Western Australian Climate Policy* (2020).

As a Regional Climate Alliance (RCA), SCA is committed to sharing climate change information and strategies with our community, creating momentum and commitment for action, and most importantly showing the community how individual actions, when taken together, can make a big difference.

The Regional Climate Coordinator will support the SCA to undertake research, collect data, plan and deliver capacity building activities, and implement climate adaption and mitigation projects as part of the Regional Climate Alliance Program, across all member Shires (City of Albany, Shire of Denmark, Shire of Plantagenet and Shire of Jerramungup).

#### **4. KEY RESPONSIBILITIES**

The key responsibilities of the Regional Climate Alliance Coordinator are:

- Facilitate adequate decision making committee(s) within the RCA, providing briefings and knowledge-sharing and awareness raising within the RCA;
- Ensure the RCA meets the Deliverables and Objectives outlined in the Regional Climate Alliance Program Guidelines;
- Facilitate any climate change action planning (adaptation or mitigation) by the RCA or local governments within the RCA to provide the rationale for Project funding under this Program;
- Prepare and submit applications for Project funding;
- Ensure funded Projects are appropriately project managed to deliver the outcomes outlined in the RCA's project application;
- Ensure appropriate financial records are maintained to support the completion and submission of quarterly Program Progress Reports; and
- Provide input when the Program is evaluated by the Department of Water and Environmental Regulation.

#### **Projects**

- Under the guidance of the SCA Executive Committee, deliver multiple and concurrent projects, including the management of any contractors;
- Evaluate and report on key project outcomes and communicate these to SCA's key internal and external stakeholders;
- Assess the commercial and political feasibility of new opportunities and make recommendations to members on the efficiencies and economies scale possible through joint initiatives;
- Develop and source funding for and, where appropriate, directly lead the delivery of projects to reduce emissions and adapt positively to climate change;
- Develop and coordinate the development of promotional material relating to Regional Climate Alliance projects, programs and initiatives, including material for media releases, websites and other engagement channels;
- Maintain strong governance structures and an engaged membership.

#### **Regional Climate Alliance Capacity Building**

- Build the capacity of the Regional Climate Alliance network on issues (policy, technical, financial, behavioural) impacting climate change mitigation and adaptation initiatives;
- Facilitate information exchange between member Councils to fast track the sharing of learning's and reduce inefficiencies of parallel or isolated programs;
- Provide advice (written and verbal) to Regional Climate Alliance on the benefits and risks of major projects and opportunities;
- Identify skills and knowledge gaps and support the design and deliver capacity building opportunities for member Councils by leveraging existing networks and contacts within Local Government and commercial sectors.

#### **Advocacy**

- Undertake targeted research to support SCA's agreed advocacy positions;
- Act as an advocate for the Alliance.

## **Stakeholder Management**

- Identify, build and maintain key stakeholder partnerships and relationships to achieve the RCA's objectives;
- Ensure regular and ongoing communication with relevant stakeholders, including member councils and state government departments and agencies, academics and other regional alliances is undertaken;
- Relationship management with:
  - SCA Executive Committee;
  - SCA Consultant;
  - SCA member councils (from Officer to CEO and Councillor level);
  - Community stakeholder groups and individuals;
  - State government departments, especially WALGA and DWER.

## **Occupational Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses;
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations;
- Abide by the City of Albany policies and procedures;
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally; and
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills and Abilities**

- Demonstrated project management skills with the ability to research, develop, coordinate, deliver and manage projects to achieve outcomes within set timelines;
- Demonstrated highly developed conceptual and analytical skills to interpret data, identify problems, provide overviews and generate strategies to address issues;
- Demonstrated highly developed verbal communication and interpersonal skills to undertake productive consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders to influence change;
- Capacity to make sound judgements and an ability to work under pressure;
- Demonstrated highly developed written communication skills, including experience in preparing reports, briefing notes and responses using analysed and interpreted data to senior management and external stakeholders;
- Considerable demonstrated skills and experience with data extraction, analysis, monitoring and reporting using appropriate tools/programs such as Excel;
- Proven ability to coordinate and collate input from various sources and synthesise complex technical information into 'easy to read' content.
- Capacity to deliver effective and engaging presentations to a variety of audiences.

### **Knowledge**

- Knowledge and experience of WA state government processes and funding regimes in the sustainability, waste and climate change space;
- Knowledge of Climate Change science and impacts (social, economic, environmental).

### **Experience and Qualifications**

- Extensive work experience in environmental science or another related field;
- Demonstrated experience in delivering climate change adaption or mitigation projects;
- Demonstrated experience in managing budgets as well as seeking and securing funding support;
- Demonstrated experience in coordinating committees;
- Experience in local government or knowledge of local government processes (desirable).

## 6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Please print)

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Manager or above) (Please print)

DATE: \_\_\_\_\_

***This program is made possible by the State Government's Regional Climate Alliance initiative, part of the Western Australian Climate Change Policy.***