

CITY OF ALBANY POSITION DESCRIPTION SUSTAINABILITY OFFICER

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

TITLE: Sustainability Officer	<div> <div>Executive Director Infrastructure, Development and Environment</div> <div>↓</div> <div>Manager Operations</div> <div>↓</div> <div>Coordinator Sustainability and Waste Strategy</div> <div>↓</div> <div>Sustainability Officer</div> </div>
LEVEL: Level 7, City of Albany Industrial Agreement 2023	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Coordinator Sustainability and Waste Strategy RESPONSIBLE FOR: Contractors, community volunteers	

3. POSITION OBJECTIVE

To support, develop, implement, and evaluate sustainability programs and initiatives in line with Community Strategic Plan objectives. This role plans, delivers and monitors actions within the Community Waste Resource Strategy and Bike Plan, and supports broader sustainability initiatives.

4. KEY RESPONSIBILITIES

Project Coordination

- Support the development, delivery, monitoring and review of sustainability policies and projects, guided by the Community Strategic Plan, Community Waste Resource Strategy, Bike Plan and other related strategies.
- Liaise with internal and external stakeholders to identify needs, challenges and opportunities, and work cooperatively to deliver mutually beneficial outcomes in line with sustainability goals.
- Participate in project control groups to advance and activate an integrated transport network.
- Prepare funding applications for programs such as WA Bicycle Network and Waste Sorted grants, and assist with acquittal and reporting of these projects.

Community Engagement and Behaviour Change

- Implement strategies to increase community knowledge, skills and involvement to achieve sustainable and measurable behavioural changes.
 - Design, implement and evaluate initiatives to reduce waste generation, increase resource recovery and decrease waste to landfill.
 - Develop, implement and evaluate sustainable transport initiatives, including measures to increase active transport opportunities, e.g., walking, cycling and public transport.

General

- Monitor information from external and internal sources on sustainability issues.
- Maintain and update data and records associated with purchasing, budget management, Council record keeping and communications
- Represent the City in relevant waste, transport and sustainability forums.
- Carry out tasks and responsibilities to support City Operations and other departments as may be required based on the changing needs of the organisation.

Leadership

- Oversee contractors and volunteers.
- Work with and guide internal staff to establish the City as a leader in sustainability.
- Develop co-operative relationships with key stakeholders, community groups and ratepayers to support, develop and deliver sustainability projects.

Work 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 our 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.
- 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

- Excellent interpersonal skills to build productive relationships with people at all levels within and outside the organisation.

- ## Knowledge

- ## Experience and Qualifications

- ## 6. CERTIFICATION

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____