



Collaboration



Communication



Integrity



Efficiency



Leadership

Position Title	Sustainability and Climate Change Coordinator				
Department	Environment and Sustainability	Branch	Office of the General Manager		
Section	Not Applicable	Instrument	Officers Certified Agreement	Level	8

Our Purpose	Together we proudly enhance the quality of life for our community.				
Our Values	Collaboration	We work together towards a common purpose and understand every employee plays a role in our success.			
	Communication	We communicate openly and ensure diverse voices are being heard and valued.			
	Integrity	We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically.			
	Efficiency	We provide enhanced service to the people of Ipswich and we aim to get it right, first time.			
	Leadership	We engage the heads, hearts and hands of our people to achieve our purpose. Recognition is part of our every day.			

ABOUT IPSWICH CITY COUNCIL

Neighbouring Brisbane, Queensland's capital, Ipswich is the state's fastest growing area and oldest provincial city. It is a dynamic blend of rich heritage, proud communities, diverse landscapes, and lively energy all contributing to a region full of liveability and opportunity.

Ipswich City Council employs more than 1,500 people and promotes a workplace culture built on our communication, collaboration, integrity, efficiency, and leadership values. Council teams operate across various industries delivering a wide range of services to the community.

PURPOSE OF THE POSITION

Provide specialised and technical capability to effectively manage and lead the ongoing development, delivery and evaluation of Council's sustainability strategy, drive emissions reduction initiatives, and champion climate-positive practices across Council.

Play a pivotal role in identifying and leading the integration of nature-based solutions and use of environmental markets, such as carbon offsets and solar farms, in shaping Council's roadmap towards a more sustainable and climate resilient organisation.

REPORTING LINE

This position reports to the General Manager, Environment and Sustainability, and has a direct report.

ACCOUNTABILITIES

1. Provide strategic and effective leadership to the Sustainability team within the Office of the General Manager, Environment and Sustainability Department
2. Lead and manage the coordination, development, implementation, and monitoring of the City's sustainability strategies and policies, and collaborate with cross-functional teams to deliver the sustainability implementation plan and other initiatives.
3. Stay up to date on sector trends, emerging technology and regulatory changes to ensure strategies and policies remain relevant and provide specialist advice to internal and external stakeholders such as executive leadership team, Councillors, government agencies and senior managers on sustainability and climate resilience and risk matters.
4. Lead the identification and integration of sustainability and climate related risks and opportunities into corporate strategies and governance, including the identification of alternative revenue generating opportunities for Council in its operational and capital delivery programs.
5. Identify and lead the integration of nature-based solutions and use of environmental markets as alternative mechanisms for meeting Council's emission reduction targets, and as potential revenue generating opportunities for Council.
6. Collaborate and partner with cross-functional teams and relevant sections of Council to deliver sustainability strategies and policies, drive sustainability outcomes and foster a culture of environmental responsibility and climate positive practices.
7. Supervise multiple projects requiring high levels of co-ordination within and across Council departments, external agencies and regional organisations.
8. Participate in regional working groups and alliances on sustainability and climate resilience matters.
9. Establish annual and monthly sustainability reporting measures and targets to track the performance and success of the sustainability strategy implementation and monitor team deliverables.
10. Liaise and consult with government agencies, internal and external stakeholders and the broader community in relation to sustainability and climate change, and alignment with state and national policies, strategies and targets.

QUALIFICATIONS

Mandatory:

- Degree in Environmental Management, Sustainability, or Natural Resource Management or similar, and/or substantial experience in the sustainability sector.

Desirable:

- Post-Graduate qualifications in a related field.

SELECTION CRITERIA

1. High level of interpersonal, communication and liaison skills to enable the effective and efficient representation of Council in a variety of forums and communication with a range of internal and external stakeholders on sustainability and climate resilience issues.
2. Proven experience in leading high performance and effective teams in a dynamic and rapidly evolving environment.

3. Extensive experience in business planning, policy and strategy development and implementation of innovative solutions.
4. Substantial skills in efficient management of multiple projects with limited supervision within specified time frames, budget and other constraints.
5. Significant knowledge and understanding of sustainability and climate science, and demonstrated experience in developing climate reduction pathways, analysing climate risk scenarios, and implementing emission reduction initiatives.
6. Proven ability in developing effective partnerships within an organisation as well as with external customers and stakeholders.
7. Proven analytical, computer, report writing and verbal communication skills.

GENERAL

This position description reflects a summary of the key accountabilities of the position, it is not an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties that are reasonably within the scope of the officer's skills, competence and training.

CORPORATE EXPECTATIONS

Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.

- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Plan work activities identifying hazards and controls in consultation with workers
 - Conduct and record site inspections and risk assessments (including hazard identification, risk analysis, control measures and treatments)
 - Investigate all accidents and near misses using the appropriate tools and recording systems
 - Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely
 - Participate in the resolution of WHS issues in work areas, projects and sites
 - Cease and reassess work if a hazard control measure fails or is ineffective
 - Assist in workforce planning and training
 - Ensure workers attend scheduled safety training
 - Communicate hazards and controls as identified in the planning process
 - Report on issues/incidents/hazards and near misses related to work activities
 - Conduct regular safety conversations/Interactions
 - Ensure accountability of workers.

- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.