

Position Description

Position Title: Sustainability Manager

Position Number: TBC

Classification: HEW 9

Organisational Unit: Operations

Department: Sustainability & Procurement

Position Purpose

Are you ready for a rewarding challenge in your sustainability career? Swinburne University, striving to create social and economic impact, is looking for a passionate and experienced sustainability professional to provide leadership and drive momentum in Swinburne's sustainability efforts.

At Swinburne, our commitment to sustainability remains one of our core values. It is embedded across the university as we seek to ensure a sustainable future. In June 2018, Swinburne became a signatory to the United Nations Sustainable Development Goals (SDGs). These goals are designed to end poverty, fight inequality and justice, protect the environment and address climate change. In line with our SDGs and as part of our sustainability strategy, Swinburne has committed to be carbon neutral by 2025. Our Net Zero 2025 Pathway outlines the different initiatives that will help us reach this goal. Leveraging our research and teachings in sustainability, the university offers an exciting opportunity to demonstrate leading-edge sustainability innovations and drive cultural change.

Considering environmental, social, and economic outcomes of sustainability, this role will develop and implement strategies and initiatives across Swinburne's operations. It will have responsibility for activities to embed sustainability across the operations, deliver programs and program oversight that achieve sustainable outcomes including our Net Zero 2025 Pathway, and communicate and educate to raise awareness and drive behaviour change. A key focus will be providing leadership across the delivery and operational teams, delivering governance and support to ensure success of initiatives in line with university sustainability strategies and plans. The successful candidate will lead the delivery of key sustainability initiatives that will require development of business cases, project management, and

stakeholder management. The role will be relied upon as a subject matter expert across topics of sustainability, providing insight and direction on issues or opportunities.

This newly created role represents a significant opportunity to contribute to Swinburne’s sustainability agenda. It requires someone with a passion for sustainability, a desire to make a difference, and a willingness to navigate a complex yet rewarding journey.

Reporting to

- Director, Sustainability & Procurement

About Sustainability & Procurement

The Sustainability & Procurement team strives to provide leadership, support and delivery of outcomes in line with Swinburne strategy and objectives.

Procurement-focused roles provide commercial business partnering, clear and consistent procurement policy and guidelines, strategic sourcing projects with high-value outcomes, and efficient purchasing processes and systems. Procurement provides support for effective supplier management, training and support, and insightful reporting. Sustainable procurement outcomes are a significant priority for the team, looking to transform the university’s supply chain to be aligned with our sustainability and reconciliation values.

The team’s sustainability responsibility includes leading the operational sustainability strategy, engagement, governance, and overall program management across Operations. The team is responsible for ensuring alignment of individual business function plans to university strategy, overseeing the delivery of sustainability initiatives, and reporting and change management.

With support from the Director Sustainability & Procurement, this role will be pivotal in driving the university to fulfil its’ sustainability commitments and demonstrate leadership in sustainability practice.

Location

This position is currently located at the Hawthorn campus, but the incumbent may be required to undertake duties at any of the University’s campuses. The incumbent must be willing to travel between campuses and work at a range of locations. Flexible work arrangements, including working from home, are supported.

Key Responsibility Areas

Sustainability strategy	<ul style="list-style-type: none">• Develop and continuously enhance an operational sustainability strategy, targets and plans that drive key sustainability outcomes across the university• Ensure the operational sustainability strategy is aligned with, and leverages, the research and teaching sustainability strategies• Work with business units to uplift sustainability practices, set targets and integrate sustainability into their operating and strategic plans and decision frameworks
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	<ul style="list-style-type: none"> • Collaborate with stakeholders to develop sustainability policies, principles and standards to embed sustainability across all University operations • Lead the development and implementation of a carbon offset strategy
Sustainability program management	<ul style="list-style-type: none"> • Develop sustainability program of works and monitor delivery by business units who are responsible for delivering against plans • Provide guidance and support to ensure successful delivery of initiatives in line with plans that maximise sustainable outcomes • Engage and collaborate with the ePMO in the delivery of major sustainability projects and to embed sustainability factors into the project framework
Sustainability project delivery	<ul style="list-style-type: none"> • Identify and prioritise projects to be delivered by the Sustainability team that will have greatest impact with Swinburne sustainability targets • Lead the delivery of sustainability projects, leveraging the skills and experience of Swinburne staff to optimise outcomes and achieve goals • Lead or provide support in the application of grants to help fund sustainability projects
Communications & engagement	<ul style="list-style-type: none"> • Work with the Internal Communications and Marketing teams to develop and execute a communications plan that highlights Swinburne's sustainability achievements to internal and external stakeholders • Provide strategic leadership and expert direction, support and advice on sustainability matters to inform and support optimised decision making incorporating the business case for sustainability • Lead engagement with staff and students on sustainability issues and opportunities to uplift support and contribute to cultural change within the University and more broadly
Training and education	<ul style="list-style-type: none"> • Lead training sessions and workshops on sustainability practices for staff, supporting sustainability awareness and capability uplift • Prepare and make available educational materials including for use in staff onboarding programs
Analysis, Reporting & governance	<ul style="list-style-type: none"> • Provide progress reporting to the Executive Group and Council on delivery against approved sustainability strategies and plans • Support the establishment and running of a sustainability governance group that will provide oversight of the operations sustainability plan delivery • Lead the development and oversee implementation of a sustainability reporting framework • Lead or contribute to the preparation of submissions for sustainability ranking programs • Lead or collaborate with Finance on the preparation of analysis or business cases relating to sustainability initiatives
Chair the Sustainability Warriors Group	<ul style="list-style-type: none"> • Chair Swinburne's staff and student sustainability champions group (Warriors), leading meetings and guiding the direction of the efforts of the group • Lead the project identification and prioritisation processes, and provide project oversight and governance

	<ul style="list-style-type: none"> Act as conduit between Swinburne Management and the Warriors in updating progress and raising feedback/ideas
Stakeholder Relationships	<ul style="list-style-type: none"> Develop partnerships with government agencies, NGOs, private industry, and the broader Swinburne community to enrich sustainability outcomes Develop collaborative internal stakeholder relationships to challenge existing ways-of-working and facilitate achievement of sustainability goals Deliver with professionalism and strive for high quality of work outcomes
Teamwork & Other Support	<ul style="list-style-type: none"> Provide coaching and support to junior members of the team or other stakeholders Actively contribute skills and experience to enable successful delivery by the team Identify and support implementation of continuous improvement activities
Swinburne Behaviours	<p>Demonstrate a commitment to the Swinburne behaviours of:</p> <ul style="list-style-type: none"> Communicate – Say it – have the conversation, respect each other’s differences, give meaningful feedback and share honestly and openly Listen and Learn – Hear it, learn from it – learn from one another, actively listen to each other, resolve conflict and be innovative Collaborate – Share it – work constructively together with a common purpose to achieve the university’s goals Trust – Trust it – be open to and with others, act with fairness and respect, inspire positive expectations and communicate effectively Act – Do it – have a strong sense of immediacy, take practical action and see it through

Key Selection Criteria

Qualifications	<ul style="list-style-type: none"> Tertiary (degree) qualification in a related discipline 	Essential
	<ul style="list-style-type: none"> Postgraduate qualifications in environment or sustainability or progress towards qualification 	Preferred
Experience/ Knowledge/ Attributes	<ul style="list-style-type: none"> Experience in corporate sustainability strategy, principles and practices 	Essential
	<ul style="list-style-type: none"> Experience and strong theoretical and practical understanding of sustainability in a complex organisation 	Essential
	<ul style="list-style-type: none"> Experience preparing sustainability (or similar) reporting 	Essential
	<ul style="list-style-type: none"> Experience with delivering behavioural and organisational change programs, knowledge and techniques 	Preferred
	<ul style="list-style-type: none"> Strong interest, passion, and experience in driving environmental, social, and economic sustainability outcomes 	Essential

	<ul style="list-style-type: none"> • Experience in carbon offset management 	Preferred
	<ul style="list-style-type: none"> • Highly developed relationship management experience, including the ability to positively influence, motivate and negotiate with a variety of stakeholders 	Essential
	<ul style="list-style-type: none"> • Experience delivering projects with strong results and innovative solutions in large complex organisations 	Essential
	<ul style="list-style-type: none"> • Strong analytical, evaluation, and research skills, together with ability to translate data into meaningful insights and reporting 	Essential
	<ul style="list-style-type: none"> • Proven ability to successfully manage multiple and complex projects and hold a commitment to meeting timelines 	Essential
	<ul style="list-style-type: none"> • Proficient in Microsoft PowerPoint, Microsoft Word and Microsoft Excel 	Essential
	<ul style="list-style-type: none"> • Exceptional written and verbal communication and presentation skills 	Essential
Other	<ul style="list-style-type: none"> • A valid working with children's check card (or ability to obtain prior to or upon commencement) 	Essential