



POSITION DESCRIPTION

POSITION TITLE:		Small Business Energy Efficiency Officer			
POSITION NO:		CLASSIFICATION:		Band 6	
DIVISION:		Planning and Place Making			
BRANCH:		Sustainability			
UNIT:		Sustainability			
REPORTS TO:		Sustainability Unit Manager			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is an equal opportunity employer. We draw pride and strength from our diversity. We support flexible and accessible working arrangements and we are an inclusive employer.

POSITION OBJECTIVES

This position will be responsible for supporting local uptake of the Small Business Energy Saver Program (SBESP) in the Yarra municipality. The aim of the Program is to support small businesses which may have been impacted by Covid 19 by providing a financial incentive to undertake VEU activities and reduce energy costs.

This small business engagement part of the broader support being given to a wider group of councils by the Yarra Energy Foundation, and work will needed to be undertaken in close in collaboration with YEF and the Sustainability and Economic Development Units in Council.

Key objectives are:

- Lead the targeted promotion of SBESP and engagement with eligible small businesses to encourage involvement in the leading to the uptake of eligible Victorian energy Upgrades (VEU) activities.
- Review how Council can best support small business energy savings and emissions reduction actions, and how this engagement with small business can support broader sustainability action or other small businesses engagement by Council.

- Assist small businesses with advice on other energy savings and emissions reduction initiatives.
- Develop a record of local installers and suppliers, and encourage them to participate in the program.
- Keep track of all engagement and communications with small businesses
- Develop and maintain productive relationships with all levels of government, key industry stakeholders, staff within the organisation and members of our community.

ORGANISATIONAL CONTEXT

Council is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment.

This position sits within the Sustainability Unit. The Sustainability and Strategic Transport Branch is part of the Planning and Place Making division. The Sustainability Unit has the responsibility to provide organisational and community-wide leadership, vision, strategy, plans and engagement to ensure urgent action on climate change in line with Council's declaration of a Climate Emergency, our endorsed Climate Emergency Plan and net zero emissions by 2030 target.

As a member of the branch, the incumbent is required to pursue branch, divisional and corporate goals through effective leadership, teamwork within the branch, with colleagues in other branches and divisions, and through developing sound working relationships with a range of internal and external stakeholders.

ORGANISATIONAL RELATIONSHIPS

- Position Reports to:** Sustainability Unit Manager
- Position Supervises:** Consultants, temporary project officers
- Internal Relationships:** Liaise with a variety of staff across all levels within the organisation as required, including managers, and coordinators, project managers, and other officers.
- External Relationships:** Developing relationships with diverse community members, most notably small businesses.
- Develop and maintain professional relationships with climate action-related staff in a range of Federal, State and local government agencies, private sector bodies, and external service providers.

KEY RESPONSIBILITY AREAS AND DUTIES

- Lead the targeted promotion of SBESP and engagement with eligible small businesses to encourage involvement in the leading to the uptake of eligible Victorian energy Upgrades (VEU) activities.
- Develop strong working relationships with our key stakeholders who can support greater uptake of the SBESP, especially the Yarra Energy Foundation to ensure a collaborative program rollout and coordination of communications, brand identity, and other mutual program development opportunities.
- Review how Council can best support small business energy savings and emissions reduction actions, and how this engagement with small business can

support broader sustainability action or other small businesses engagement by Council.

- Using specialist knowledge, develop relationships and support businesses in Yarra to take broader energy efficiency and emissions reduction actions – including transition to 100% renewable electricity contracts.
- Develop a record of local installers and suppliers, and encourage them to participate in the program.
- Keep track of all engagement and communications with small businesses
- Develop and maintain productive relationships with all levels of government, key industry stakeholders, staff within the organisation and members of our community. Provide advocacy recommendations and supportDevelop strong relationships and networks in the local energy efficiency and emissions reduction space ranging from local businesses, groups, peak bodies, and State and Federal Government.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The authority and freedom to act in the position is subject to the objectives, policy guidelines and budgeting constraints for the Branch as determined by Council, Executive, government grant conditions, statutory requirements and professional services standards.

The Small Business Energy Efficiency Officer is required to:

- work with and report to the Sustainability Unit Manager to ensure achievement of branch goals and objectives;
- take full responsibility for the rollout of the Small Business Energy Saver Program (SBESP) in the Yarra municipality;
- provide expert, accurate and timely advice for discussions with management, that relates to small business energy efficiency and emissions reduction initiatives, programs, and opportunities for Council and within the municipality;
- creatively review the design and delivery of SBESP support by Council in Yarra and to ensure best delivery, communications and opportunities to maximise uptake and benefit for small business in Yarra;
- ensure timely and accurate support for small businesses; and
- undertake investigatory tasks and write business cases to support improvements to small business support by Council to deliver energy efficiency and emissions reduction outcomes.

Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future

- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

Yarra Values

Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:

- Respect
- Teamwork
- Innovation
- Sustainability
- Accountability
- Integrity

JUDGEMENT AND DECISION MAKING

- The incumbent is expected to draw upon previous experience (and qualifications) in relevant fields.
- Under limited supervision this position will be required to identify opportunities and respond to issues to best support small businesses in Yarra undertake energy efficiency and emissions reduction initiatives via the Small Business Energy Saver Program.
- The incumbent is required to think creatively of opportunities to develop and improve programs, processes and initiatives and make independent judgements to further the development of these ideas. This includes undertaking required research and building networks in a proactive and strategic manner.
- Under limited supervision this position will be required to work collaboratively with other stakeholders for best local rollout of the SBESP, most notably the Yarra Energy Foundation. Matters of a material nature should be brought to the attention of the Sustainability Unit Manager.
- Under limited supervision, keep track of and target support to the broad small business sector in Yarra in the best possible way. This includes reviewing and deciding upon appropriate procedures and techniques to use. Matters of a material nature should be brought to the attention of the Sustainability Unit Manager.

SPECIALIST KNOWLEDGE AND SKILLS

- Significant knowledge in energy, greenhouse, and environmental management opportunities, ideally within an organisational and small business context. Knowledge and expected working in or with local government's is also valued.
- Demonstrated experience in working to support business energy efficiency and emissions reduction, and/or developing, implementing and managing other relevant project projects relating to climate mitigation;

- Experience in using knowledge management systems or alike to track engagement with multiple stakeholders concurrently
- Demonstrated project management skills
- High-level conceptual, analytical and problem-solving abilities;
- High level liaison and communication skills; and
- A working knowledge of local government and/or small business sector, especially in relation to opportunities to drive energy innovation to respond to climate change.

MANAGEMENT SKILLS

- Demonstrated ability to plan, prioritise and organise work within a set timetable and an environment of change and conflicting demands;
- Ability to manage own time and deadlines, work autonomously yet collaboratively, and display initiative in a multidisciplinary team;
- Demonstrated systems and project management skills, delivering outcomes on time and within budget,
- Ability to self-monitor and report regularly the progress of key projects;
- Ability to undertake investigatory tasks involving other stakeholders, and recommend improvements to business systems procedures, program deliver, and/or emissions reduction actions by business;
- Experience in communicating and liaising with stakeholders within and outside of a project group.

INTERPERSONAL SKILLS

- Highly effective skills in negotiation, collaboration and consultation to achieve objectives, including ability to communicate with a wide audience such as small business owners and managers, and to work with counterparts from within council and in other organisations working on similar projects;
- High level written and oral communication skills,
- Ability to solve problems through discussion, negotiation and teamwork;
- Proven ability to actively contribute to a multidisciplinary team and organisation;
- Ability to understand, interpret and operate appropriately within the broad and long-term goals of the organisation and Council's vision in the context of the complex legal, political, financial and social environment.

QUALIFICATIONS AND EXPERIENCE

- Qualifications and/or demonstrated experience which demonstrates ability to:
 - support program design and development especially
 - support energy efficiency and emissions reductions initiative in business or similar context;
- High level written skills and oral communication including negotiation skills, to engage with a broad range of stakeholders.

KEY SELECTION CRITERIA

- Demonstrated project management, and ability to independently plan, prioritise and organise work within a set timetable and an environment of change and conflicting demands.
- Demonstrated communications and engagement skills, including ability to gain the cooperation and assistance from a range of stakeholders.
- Highly developed skills and a deep understanding of current trends and emerging concerns in relation to climate change, energy efficiency and emissions reductions, especially related to business operations.
- Ability to undertake complex individual investigatory tasks and write business cases to support implementation of innovative energy initiatives;
- Demonstrated ability to review program design and delivery, looking creatively for process improvements to strengthen ongoing program delivery.