



## POSITION DESCRIPTION

### Manager, Sustainability & Reuse

<b>Department:</b>	Sustainability
<b>Reports to:</b>	Chief Operating Officer
<b>Direct reports:</b>	None
<b>Classification:</b>	Administration Band 8
<b>Employment type:</b>	Full-time
<b>Employment status:</b>	Permanent

### Our Organisation

The St Vincent de Paul Society Canberra/Goulburn (the Society) has been serving the local community since 1924. We are a charity based, not-for-profit organisation offering a 'hand up' to people in need, regardless of their creed, ethnic or social background, health, gender, or political opinion. We achieve this by respecting people's dignity, sharing our hope and by encouraging people to take control of their own destiny. We work to shape a more just and compassionate society.

Our commitment and delivery of our services to the community is through our people—members, volunteers and employees. They work together daily and provide a hand up to people across the ACT and its surrounding areas, from Lake Cargelligo in the west, across the Snowy Mountains to Tumut, down to Eden, up to Batemans Bay and inland to Crookwell.

### Values

Our own actions and behaviours in performing our duties are guided by the Society's Code of Conduct and organisational values of *Courage, Respect, Compassion, Advocacy, Integrity, Empathy* and *Commitment*.

### Position Primary Purpose

The Manager Sustainability & Reuse will have responsibility to develop and promote sustainable functions across the Society, through business development, procurement and contract management. This role reports to the Chief Operating Officer and will work closely with other Executives, and internal and external stakeholders. With a particular focus on maximising reuse, repurposing and recycling, the role will help to minimise landfill from the Society's retail network of Vinnies stores and the Reuse Facilities, manage reuse joint ventures and social enterprise initiatives, and other sustainability and impact projects across the organisation.

### Key Accountabilities

Under the broad direction of the Chief Operating Officer, the Manager Sustainability & Reuse will be responsible for the delivery of:

- Formulate and lead the development and implementation of whole-of-enterprise sustainability strategy, particularly focusing on opportunities related to retail areas of the Society.

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*"I love the work that I do. It makes a difference in the lives of so many other people" – Employee*

- Developing new business opportunity, including joint ventures and social enterprises, to create sustainable revenue for the Society and to reduce waste and costs.
- Drive ongoing analysis of data and information related to sustainability initiatives, to identify opportunities to improve and enhance the outcomes for the organisation.
- Undertake operational and strategic analysis and implementation of continuous business improvement to ensure the Society's structure, processes and services meet current and emerging needs, actively supporting, and facilitating robust change management processes.
- Collaborate closely with the Commercial Operations team and other relevant departments, to understand their requirements and ensure sustainability within the Society is enhanced.
- Manage sustainability and impact initiatives ensuring activities are delivered within established standards and guidelines as well as meeting recognised governance protocols.
- Contribute to the development, implementation and reporting of the organisation's strategic, business and operating plans and associated projects, ensuring alignment with the strategic direction of the organisation and achievement of key priorities.

## Performance Indicators

The Manager Sustainability & Reuse's contribution to the Society will be measured by:

- Demonstrated overall commitment and contribution to the vision and strategic goals of the Society as outlined in its strategic plan, specifically in the overall delivery of technology systems, reporting, analytics (data management and business analysis) and operations for the Society.
- Providing a high standard of advice and support to the Chief Executive Officer, Chief Operating Officer and other Executive's ensuring the Society meets its obligations in the delivery of its services and programs.
- Commitment to and role modelling of the organisational values of the Society, guided by and in accordance with the Code of Conduct and compliance with policies and procedures, legislative and industrial requirements.
- Contribution to inspiring, motivating and building the commitment and dedication of high performing and collaborative teams to sustainability, including your focus on actively working to build and develop positive working relationships with employees, suppliers, members, volunteers and companions.
- Focus and activities to ensure the workplace culture is built on the wellbeing of people, trust, transparent communication with clear performance expectations, support, honest feedback, sharing of information and quality advice.
- Ability to deliver against agreed operational plans, targets and budgets, developed collaboratively and critical to the long-term financial sustainability of the Society.
- Conduct all actions according to the Mission and Code of Conduct of the Society with an ongoing commitment to personal and professional development and training.
- Quality maintenance of records and completion of reports and administration tasks that ensure the Society meets its legal and governance requirements in the areas of circularity and sustainability, and that records are managed in line with the organisation's recording keeping policies and procedures.
- Demonstrated leadership to promote the safeguarding of vulnerable people and a culture of safeguarding in your work.

## Capabilities, Knowledge and Experience

To be successful in the role of Manager Sustainability & Reuse, you will be required to have:

- Bachelor's degree qualification (desirable) and substantial proven expertise in the field of sustainability, and or business operations and business analysis for a multifaceted organisation.

- Proven expertise and experience in a senior leadership role, working as part of an executive team, providing high quality and valued advice.
- Experience working as a senior leader within a complex environment and delivering excellence and innovation in the area of business development and contract management, with the ability and willingness to work across all areas of the business, and at times be involved in operational / transactional work.
- Thorough knowledge of current developments in sustainability and circular economy initiatives, and their application in support of operational delivery.
- Proven collaborative approach demonstrating a strong alignment to the values and purpose of the Society.
- Strong demonstrated leadership skills in a complex and diverse organisation with a focus in employee engagement, coaching, and development. Proven experience leading change management processes with a strong ability to think creatively and apply innovative solutions to complex problems.
- Demonstrated high-level communication and interpersonal skills, including well-developed representation, negotiation and influencing skills, with the ability to work with a diverse range of internal and external stakeholders, building and maintaining effective relationships.
- Proven capacity to work independently and within a team environment.
- Recognised experience as a senior leader who inspires and engages with people at all levels with the proven ability to work collaboratively as part of an executive team, distilling complex information, providing valued advice and representing the organisation with diverse stakeholder groups.
- Proven ability to think strategically and to provide value-adding direction to the organisation across all aspects of sustainability practice, delivering excellence and innovation, as well as the capacity to initiate and drive organisational change.
- Strong ability to conceptualise and work independently with requisite levels of drive, dedication and vision to perform effectively as part of a senior leadership team. This includes rigorous analytical and investigative skills with the ability to exercise sound judgment and evidence of proven ability or clear capability to look beyond immediate operational requirements and provide advice on strategies and policies for positioning the organisation to achieve effective sustainability into the future.
- A high level of proficiency in the use of technology (Microsoft Suite) along with demonstrated experience in the operational use of project management software systems.

## Eligibility

To be eligible for employment at the Society applicants:

- a. must hold working rights in Australia;
- b. if offered employment will be required to undergo a police record check and to successfully obtain or hold a Working with Vulnerable People Card (WWVP). To undertake these checks individuals must be willing to disclose all relevant and required information.

## Work Environment Checklist – Manager Sustainability & Reuse

The Society is committed to providing safe work environments for all workers, clients, and visitors. Risks to health and safety will be eliminated and controlled so far as reasonably practicable, and adequate training and PPE supplied for workers exposed to residual risks.

The purpose of this checklist, completed by the position’s supervisor, is to advise applicants of hazards inherently associated with the role.

To protect workers and the Society, some positions may be subject to confidential pre-employment medical assessments to identify applicant’s suitability for the role and any required reasonable adjustments.

Frequency Definitions		2	Infrequent, up to 1/3 of the role
0	Not applicable to role	3	Frequent, up to 2/3 of the role
1	Rare, incidental to role	4	Constant, over 2/3 of the role

For each of the following hazards, indicate whether position duties are expected to result in exposure:

Manual/Physical	0	1	2	3	4	Equipment Use	0	1	2	3	4
Prolonged sitting					X	Car/Truck			X		
Prolonged standing		X				Forklift	X				
Lifting from the ground		X				Pallet Jack	X				
Lifting above chest height	X					Computer/Keyboard					X
Lifting/carrying 15kg		X				Kitchen appliances		X			
Reaching/stretching arms			X			Environmental	0	1	2	3	4
Repetitive arm/shoulder work		X				Low lighting		X			
Bending/leaning forward		X				Strong lighting				X	
Turning/twisting		X				Prolonged Noise		X			
Kneeling or squatting	X					Dusty environments	X				
Pushing/pulling	X					Vibration	X				
Fine motor skills/manipulation		X				Uncontrolled temperatures		X			
Use of ladders/stairs		X				Work outside – no shelter	X				
Trip hazards, uneven flooring		X				Work in client homes	X				
Other	0	1	2	3	4	Chemical/Biohazard	0	1	2	3	4
Work in isolation			X			Infectious Waste	X				
Remote work		X				Flammable Substances	X				
Psychosocial demands				X		Fumes/aerosols	X				
Critical incident response				X		Hazardous substances	X				
<b>Additional Potential Hazards:</b>											
<b>Supervisor Name: Chief Operating Officer</b>						<b>Date: April 2024</b>					