

Sustainability Officer

Position Number:	P071102
Banding/Remuneration:	Band 6
Division/Branch:	City Services / Sustainable Monash
Reports To:	Coordinator Sustainability
Date Approved:	June 2025

Position Objectives:

This role will deliver high-quality sustainability programs, projects, and services to embed environmental sustainability practices within the City of Monash, its community, and businesses.

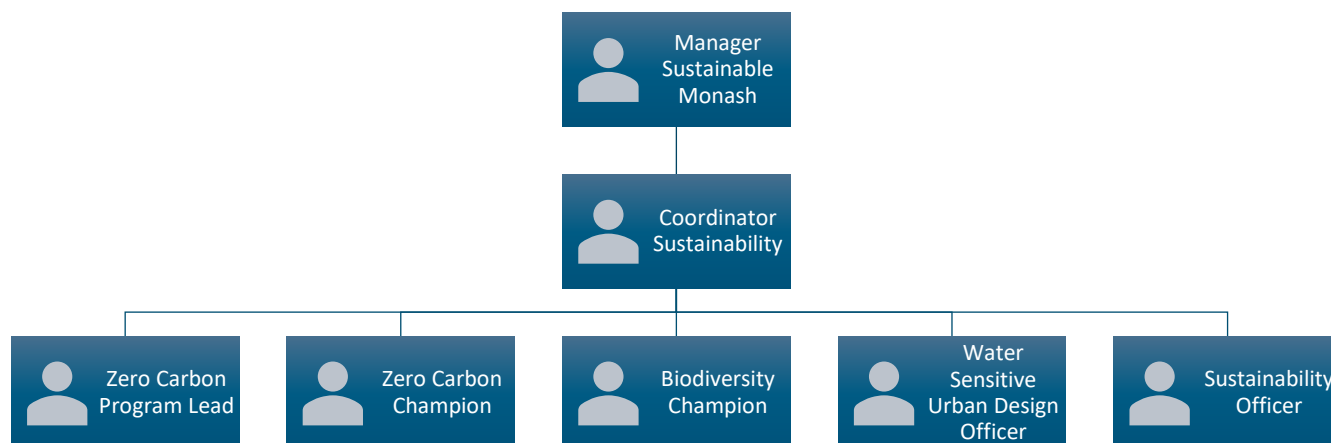
The primary objectives of the role are:

- Delivery of projects to address the key priorities of the Environmental Sustainability Strategy 2016-2026 and Climate Resilience Plan (under development)
- Build Council's capacity to undertake sustainable practices and community engagement in sustainability through the delivery of high-quality education initiatives, projects, and programs
- To provide technical and strategic advice on a range of environmental sustainability issues
- Effectively engage and communicate with internal and external stakeholders of City of Monash

To deliver on this ambitious directive, an exceptional person is required to engage with community and Council to embed sustainability and climate resilience throughout the municipality.

Team Structure:

Reporting to the Coordinator Sustainability, the role sits within the Sustainability Team as per the following structure:



Key Responsibility Areas:

Sustainability expertise

- Delivery of priorities under the Environmental Sustainability Strategy and Climate Resilience Plan (under development), in accordance with Council policy, the Council Plan and team business plan
- Efficient delivery of sustainability education initiatives, projects and programs, within identified timelines and budgets, and in alignment with Council's strategic direction
- Identify emerging sustainability issues and proactively present recommendations on policy direction, based on research and analysis
- Support Monash Council and community to embed environmental sustainability practices, in accordance with the Environmental Sustainability Strategy and Climate Resilience Plan outcomes

Technical expertise:

- Demonstrated knowledge and understanding of best practice and quality assurance processes relating to sustainability
- Provide professional, effective and analytical representation at public forums and Council meetings
- Support research and analysis to develop sustainability frameworks, strategies and policies, consistent with Council's strategic objectives
- Deliver projects and education programs related to environmental sustainability, including climate resilience
- Assist in fostering effective partnerships with key internal and external stakeholders
- Assist in accurate measurement of environmental performance and coordinate monitoring and reporting

Project management and other requirements:

- Demonstrate effective project and contract management skills, including the ability to prioritise work and meet deadlines
- Well-developed time management and administrative skills to achieve objectives in relation to priorities and responsibilities
- Demonstrate experience in successfully managing multiple concurrent projects, including budget, project schedule and stakeholder management
- Support the preparation of project briefs, tender specifications and documents that meet quality and service standards of Council
- Strong customer service ethic and commitment to improving service delivery
- Provide advice to senior management, Council and the community on sustainability projects in a timely and professional manner
- Prepare and present reports to Council and other bodies as required

Accountability and Extent of Authority:

This position operates within the direction of the Coordinator Sustainability and Manager Sustainable Monash, and in accordance with Council's Instrument of Delegation.

- Delivery of the actions under the Environmental Sustainability Strategy and Climate Resilience Plan (under development) to achieve the environmental sustainability objectives of Council
- Provide specialist advice about the subject matter to others, aligned with regulations and policy
- Recommend, facilitate, and deliver key initiatives under minimal guidance
- Sound budget management skills, ability to track expenses and forecast cash flows

- Lead and manage staff and contractors involved in project works, providing advice and direction
- Liaise with senior staff to undertake regulatory review of project delivery
- Ability and willingness to complete other duties as required

Management Skills:

- Broad management understanding including areas such as quality assurance, continuous improvement, management reporting and services provision model
- Demonstrate experience in successfully managing multiple concurrent projects, including budget, project schedule and people management
- Plan and measure work by setting milestones, aligning tasks, and measuring outcomes
- Ability and preparedness to work with others to plan work and prioritise accordingly
- Capability and confidence to lead, direct, and stop works if required
- Capable of providing an innovative approach and initiate actions to facilitate a high standard of work

Judgement and Decision Making:

- Guidance is not always available within the organisation and the position proactively works to address challenges and solve problems by drawing on previous experience and specialist knowledge
- The position proactively works with counterparts or those more senior, to test ideas and draw from research and the experience of others to deliver sound solutions
- Solve problems via referencing existing policy and procedure, and drawing on industry knowledge
- Make day to day decisions and monitor work performance, including own work performance
- Consult with direct People Leader prior to, during, and following works by a regular reporting mechanism

Specialist Knowledge and Skills:

- Demonstrated commitment to continuous improvement, innovation and best practice in sustainability
- Well-developed data analysis and problem-solving skills
- A good understanding of sustainability challenges within a Local Government context
- Advanced understanding of project management principles across sustainability projects of a municipal, community and/or commercial nature
- Confidence and ability to articulate clearly expert advice to others
- Customer service skills, including dispute resolution and negotiation

Interpersonal Skills:

- Must have excellent communication, interpersonal and networking skills
- Strong stakeholder engagement and management skills, to inform, persuade, convince, negotiate and build a consensus between stakeholders
- Maintain professional relationships and liaise with colleagues throughout Council, including senior management and operational staff
- Maintain positive professional relationships and liaise with contractors, project consultants and contractors, community organisations, and industry personnel
- Tailor verbal and written communication to deliver specialist information to audiences as required

Qualifications and Experience:

- Degree qualification in environmental management, sustainability, or related field, or lesser qualification(s) but holding extensive and diverse relevant professional experience in the subject matter
- Demonstrated project management skills and experience in coordinating sustainability education and other initiatives
- Good understanding of environmental sustainability within a Local Government context and proven ability to develop innovative solutions
- Valid Right to Work in Australia
- Current and valid Victorian drivers' Licence
- Employee Working with Children Check
- Satisfactory National Police Check
- Proficient in MS Office products including Word, Excel; PowerPoint; Outlook

Key Selection Criteria:

- Degree qualification in environmental management, sustainability, or related field, or lesser qualification(s) but holding extensive and diverse relevant professional experience in the subject matter
- Demonstrated experience in coordinating and delivering sustainability education and other initiatives
- Strong written communication skills and demonstrated ability to produce material designed to meet the needs of diverse audiences, including preparation of newsletters and Council reports
- Strong verbal communication skills and demonstrated ability to liaise and negotiate with a diverse range of stakeholders, including the ability to make public presentations
- A good understanding of environmental sustainability within a Local Government context and proven ability to develop innovative solutions
- Demonstrated experience in successfully managing multiple concurrent projects, including budget, project schedule, and stakeholder engagement