

Position Description

Energy Transition Project Officer



1. Position Identification

Position Title:	Energy Transition Project Officer	Position Number:	POS2359
Classification:	Band 6	Reports to:	Coordinator Climate Action
Directorate:	Planning and Sustainable Futures	Budget responsibility:	N/A
Department:	Resilient Environment	No. of direct reports:	N/A
Job Family:	Environment/Sustainability	Delegation, Authorisations and Appointment:	N/A
Date Approved:	November 2025		

2. Yarra Ranges Commitment, Vision and Values

We are a values-based organisation, and we have 4 principles that guide how we work at YRC:



3. Position Purpose

Yarra Ranges Council has set a goal of net zero emissions for its operations by 2040. The Energy Transition Project Officer will lead the implementation of Council's *Energy Transition Plan (ETP)*, driving measurable progress toward net zero emissions and a resilient, future-ready organisation. This role is critical to embedding sustainability, electrification, and regenerative design principles across Council's operations, assets, and culture.

Working across departments and with external partners, the Officer will coordinate the delivery of priority projects, develop business cases for future investment, and establish governance, monitoring, and reporting frameworks. The role requires both technical expertise and strong interpersonal skills to influence change, build internal capability, and ensure energy transition becomes a shared organisational responsibility.

All positions will be required to undertake roles and activities related to Business Continuity and Emergency Management in preparation for and during times of crisis.

Yarra Ranges Council promotes the safety, wellbeing and inclusion of all children, including Indigenous children, children with a disability and children from culturally and/or linguistically diverse backgrounds. Council is committed to ensuring the protection of children against abuse, in line with the Victorian Child Safe Standards.

4. Key Responsibility Areas

Change Agent - *Encourages the implementation of different and better approaches to running the business.*

- Gain the trust of others when initiating change by being honest, openly exchanging ideas, sharing rationale for change, and framing opportunities to align with their existing motivations
- Identify and lead opportunities to improve energy performance and reduce emissions across Council systems, assets, and operations
- Encourage innovative approaches and facilitate the implementation and acceptance of change particularly in relation to electrification, energy efficiency, and regenerative design
- Influence others to gain their commitment to change initiatives that support Council's transition to net zero emissions and 100% renewable energy
- Initiate and support changes to systems and processes that reduce reliance on fossil fuels and improve long-term energy resilience
- Generate innovative solutions or combine ideas in unique ways to create new energy transition pathways that are technically sound, financially viable, and environmentally beneficial

High-Involvement Team Member - *Works cooperatively with others to accomplish group goals.*

- Work proactively and collaboratively with internal stakeholders to embed energy transition principles into planning, procurement, asset management, and service delivery
- Lead and support cross-departmental projects that deliver measurable emissions reductions and energy performance improvements
- Communicate clear information to other team members, including supporting their understanding of technical concepts related to energy systems and sustainability
- Help teams achieve shared goals by involving them in decisions, sharing information, and demonstrating commitment to Council's climate and energy targets
- Anticipate risks and opportunities in energy transition projects and take immediate action to address them
- Set high standards of performance, quality, and accountability for oneself and others in delivering energy transition outcomes

Internal Consultant/Technical Expert - *Provides expert advice to others within the organisation, and to those in external partner organisations, based on knowledge gained from professional training or work experience.*

- Provide expert advice on energy systems, electrification, emissions reduction, and sustainable design to internal teams and external partners.

- Gain the trust of others by being honest, keeping commitments, sharing information, and treating them with respect
- Build internal capability by guiding others in energy transition principles, including technical standards, procurement approaches, and operational practices
- Communicate technical advice in an engaging and accessible way to support implementation and decision-making
- Stay up to date with developments in energy policy, technology, and funding, and apply this knowledge to recommend optimal solutions
- Use influence strategies to gain commitment to new work processes that support Council's energy transition goals
- Prepare and deliver reports, business cases, and communications that translate technical energy transition concepts for a range of audiences, including Council and external agencies

Resilient Contributor - *Adapts to change; manages stress; and persists toward goals despite obstacles*

- Quickly absorb and apply new information when delivering energy transition projects and advising others.
- Apply systems thinking to identify emissions reduction opportunities, assess trade-offs, and commit to the best available solution
- Demonstrate strong consultation and negotiation skills when engaging stakeholders on energy transition initiatives
- Maintain effective performance under pressure, particularly when navigating complex technical, financial, or organisational challenges
- Approach change positively and adjust quickly when faced with evolving technologies, funding opportunities, or policy shifts

Schedule/Planner - *Plans and/or schedules other individuals or resources to meet requirements.*

- Develop and implement project plans and business cases for energy transition initiatives, based on prioritised tasks, available resources, and key milestones
- Engage and oversee external consultants for energy audits, feasibility studies, and design work, including preparation of tenders and quotations, including assessment of outputs and performance
- Assist with budget management and coordinate funding from multiple sources, including operational savings and external grants
- Communicate clearly with internal and external stakeholders to build understanding and support for energy transition projects
- Manage time and resources efficiently to ensure timely delivery of energy transition actions as committed
- Clarify customer needs and expectations, particularly in relation to facility upgrades or service changes driven by energy transition works

Position Specific Specialisations

Extensive experience in developing and delivering policy, programs, and projects related to energy transition, climate resilience, and environmentally sustainable design at both an organisational and community level. Demonstrated ability to lead cross-functional initiatives that reduce greenhouse gas emissions, improve energy performance, and embed electrification and regenerative design principles into operational systems and built assets.

5. Position Banding Descriptors

Accountability and extent of authority

- The freedom to act is bound by policies, legislation, standards, codes of practice and/or budgets limited to programs and project managed
- To conduct investigative and analytical tasks
- Impact of decisions can be wider reaching across the organisation
- To provide policy advice and/or input into policy development, drafting, conducting benchmarking and/or research

Interpersonal Skills

- Liaise with counterparts in other teams and employees to discuss specialised matters
- Gain cooperation from other employees in the administration of well-defined activities

Judgement and decision making

- Tasks are clearly defined, however may require problem solving using the application of professional/technical knowledge and experience.
- Guidance and advice is usually available
- Identification and analysis of an unspecified range of options used in solving problems

Management

- Plan and organise work of contractors, within available resources and timetable, implementation of personnel policies may be required

Specialist Skills and Knowledge

- Understanding of the organisation's long-term goals and context of the position's function in the organisational context
- Interpretation of legislation, policies, precedents within the field of expertise
- Proficiency in theoretical or scientific principles
- Familiarity with budgeting methods

Qualifications and Experience

- Degree / Diploma or Tertiary qualifications with some years of relevant work experience or less formal qualifications with substantial relevant experience.

6. Position Specific Qualifications/Memberships

Tertiary qualifications in a relevant field such as energy systems, environmental engineering, climate science, renewable energy, or sustainable design. Direct experience in energy transition, carbon accounting, emissions reduction, or climate resilience will be highly regarded.

7. Selection Criteria

The selection criteria for this position consist of the below core and position specific competencies (behaviours):

7.1 Core Organisational Competencies

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals

Customer Focus

Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organisation's needs.

Continuous Improvement

Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.

7.2 Position Specific Competencies

Adaptability

Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.

Continuous Learning

Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

Decision Making

Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Planning and Organising

Establishing courses of action for self and others to ensure that work is completed efficiently.

Initiating Action

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is being required; being proactive.

Quality Orientation

Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

Work Standards

Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

8. Physical Requirements

Posture	Physical ability to drive a motor vehicle up to 30 minutes at a time. Sitting at a desk undertaking screen-based activities	Regularly/ Occasionally
Trunk	Some kneeling, twisting in standing position, and reaching forward when moving or using equipment during activities (e.g. site visits) Bending below the knee when moving or setting up equipment.	Regularly/ Occasionally
Weights	Lifting weights – e.g. equipment for environmental education activities.	Regularly/ Occasionally

Positions with physical requirements may be required to undergo a pre-employment medical check.

This process assesses only the applicant's capacity to perform the routine tasks relevant to the functions of the position without injury to themselves or others. All information obtained will be handled with the utmost respect for confidentiality.

9. Conditions of Employment

Conditions of employment are in accordance with the Yarra Ranges Council Enterprise Agreement 2024 and the Yarra Ranges Council Corporate Code of Conduct.

Applicants will require the following:

- Police Check - renewal required every 5 years
- Working with Children Check
- Australian driver's licence in line with Council's Fleet Policy and Vic Road Regulations.
- Medical Check – please refer to the Physical Requirements Section for details

Please refer to our website www.yarraranges.vic.gov.au for more information on our Corporate Values, Diversity and Inclusion, Emergency Management and Occupational Health and Safety.