

# Position Description

## Sustainability Strategy Officer

### Position information

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<b>Position Title:</b>	Sustainability Strategy Officer
<b>Classification:</b>	Band 6
<b>Reports to:</b>	Coordinator Open Space and Environment
<b>Division:</b>	City Services
<b>Department:</b>	Open Space and Recreation

### Our Strategic Context

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#### Strategic Alignment

Ensure we are aligning our culture, capability, capacity, and commitment to deliver the Council Plan community outcomes of “Love Where We Live”, Our People, Our Place, Our Promise.

#### Vision Statement

One Bayside – delivering great outcomes for the community.

#### How we work Together

##### Organisational Values

Reinforcing our commitment to a values-driven organisation:  
**respect each other, find better ways, work together, own it.**

##### Principles

We hold ourselves, and each other, accountable to our shared values, behaviours, and principles – they are our foundations and underpin all the work we do in achieving the Council Plan.

**Empowered** - staff are trusted and accountable.

**Collaborative** - foster an inclusive culture.

**Innovative and Agile** - further creativity, growth, and efficient ways of working.

**Strategically Aligned** - set up for success and resourced to deliver the Council Plan.

**Customer Focused** - customers are at the centre of everything we do.

## Position – Purpose

This purpose of the Sustainable Strategy Officer is to work with the Open Space and Environment team and internal Project Managers to provide strategic and operational support for sustainability initiatives, environmental performance monitoring and delivery of projects across Council operations, with a focus on resource efficiency, emissions reduction and sustainable asset management.

The role will also contribute to high-quality open space and places by delivering data-driven initiatives that improve resource efficiency, reduce emissions and enhance the quality, resilience and performance of public open space.

The role integrates environmental data, project delivery and stakeholder engagement to optimise water, energy and gas use, support climate-resilient design, and enable evidence-based decision-making that improves community amenity and long-term asset outcomes.

## Position – Responsibilities

Key Functions	Accountabilities	Outcomes
Environmental Reporting	<ul style="list-style-type: none"> <li>• Collect, validate and manage utility billing data (water, electricity and gas) across all Council assets, ensuring completeness and accuracy.               <ul style="list-style-type: none"> <li>○ Deliver key reporting metrics including:                   <ul style="list-style-type: none"> <li>○ Potable water use by segment</li> <li>○ Water usage per capita</li> <li>○ Electricity usage per capita</li> <li>○ Gas usage per capita</li> </ul> </li> </ul> </li> <li>• Calculate and report key sustainability metrics, including:               <ul style="list-style-type: none"> <li>○ Water, electricity and gas consumption</li> <li>○ Per capita performance indicators</li> <li>○ Segment-based reporting (e.g. open space, buildings, pavilions, amenities)</li> </ul> </li> <li>• Data collection</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver corporate reporting requirements, including sustainability reporting, greenhouse gas inventories and carbon accounting.</li> <li>• Appropriate specialist technical advice and information provided to the organisation and residents on climate and environmental sustainability matters.</li> <li>• The Council and community are supported with climate change and environmental sustainability related expertise, services and climate change risks to Council.</li> </ul>

	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Develop and refine reporting frameworks, dashboards and tools to improve visibility, accessibility and usability of environmental data.</li> </ul>	
Environmental performance	<ul style="list-style-type: none"> <li>• Monitor and optimise resource use (water, energy and gas) across Council operations, identifying inefficiencies and implementing practical improvement actions.</li> <li>• Support Council departments to incorporate sustainable practices into business-as-usual activities, including maintenance, asset management and service planning.</li> <li>• Work collaboratively with operational teams (e.g. City Infrastructure) to identify and deliver continuous improvement opportunities in resource efficiency.</li> <li>• Analyse environmental performance data to inform operational decisions, prioritise improvements and track progress against targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in working groups.</li> <li>• Undertake research and source information relevant to the position.</li> <li>• Climate change and environmental sustainability projects and program opportunities are identified and implemented.</li> <li>• Emissions reduction projects are delivered.</li> <li>• Integrate sustainability principles into daily operations, decision-making processes and service delivery across open space, recreation and Council assets.</li> </ul>
Project Delivery	<ul style="list-style-type: none"> <li>• Initiate and implement open space and infrastructure projects that improve water, energy and gas efficiency, including irrigation upgrades, lighting improvements, electrification and asset optimisation initiatives.</li> <li>• Deliver projects through efficient and effective implementation of the Project Management Framework.</li> <li>• Submissions and applications for funding of relevant projects, as required.</li> <li>• Providing an accurate record of the state of the project to the Project Sponsor and EPMO.</li> <li>• When required, contribute towards policy recommendations,</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare project briefs, business cases, timelines, budgets and procurement documentation for sustainability and resource efficiency projects.</li> <li>• Projects have a clearly defined scope, schedule and budget</li> <li>• Work across Council teams to deliver works on time and within budget</li> </ul>

	strategies, and programs to support and achieve Council's goals and objectives	
Contract and financial management	<ul style="list-style-type: none"> <li>• Managing multiple projects simultaneously, ensuring all are effectively progressing.</li> <li>• Ensure allocated projects and tasks are managed in accordance with sound project management principles, including delivery within agreed quality standards, timelines and budget.</li> <li>• Engaging and managing internal and external service providers, including consultants and contractors.</li> <li>• Manage, forecast, monitor, control risk and report on project financial performance.</li> <li>• Maintain accurate project costs at all stages of the project.</li> <li>• Preparation of reports, project briefs and tender documentation as well as the evaluation of contractor and consultant submissions.</li> <li>• Organise and facilitate project working group, steering committee and consultation meetings as required.</li> <li>• Fulfil the role as Project Sponsors Representative throughout the project lifecycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are successfully delivered in accordance with contract conditions including all legislative requirements.</li> <li>• Projects are delivered to a high standard of quality.</li> </ul>
Provide high quality customer experience and stakeholder engagement	<ul style="list-style-type: none"> <li>• Consulting and engaging with the local community on open space and environmentally focussed projects.</li> <li>• Build partnerships with internal and external industry stakeholders to deliver best practice and ensure Council is adapting to climate change.</li> <li>• Liaising with internal and external stakeholders and the community, as required.</li> <li>• Developing and maintaining productive working relationships,</li> </ul>	<ul style="list-style-type: none"> <li>• Council is professionally represented and the community and staff receive clear and credible communication.</li> </ul>

	<p>with a wide variety of internal and external stakeholders.</p> <ul style="list-style-type: none"> <li>• Represent Council at official functions, meetings, seminars, etc. both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.</li> <li>• Undertake work in accordance with Bayside's project management framework.</li> </ul>	
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## Position - Organisational Relationships

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**Key Internal Contacts:** Open Space and Environment team  
 Recreation and Events team  
 Recreation Projects team  
 City Infrastructure team  
 Finance team  
 Communications and Engagement team  
 Project Services team

**Key External Contacts:** Resident and community groups, State Government, other local government agencies, contractors, non-government organisations.

## Position - Delegations

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**Financial Delegations:** As per Financial delegations

**People and Position Delegations:** As per People and Position delegations

## Position – Skills and Competencies

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Accountability and Extent of Authority	<ul style="list-style-type: none"> <li>• Preparation of funding applications, project acquittals, reports and briefing documents for management review, sign-off and submission.</li> <li>• The position reports directly to the Open Space and Environment Coordinator, who may not always be available to provide advice or guidance.</li> </ul>
Judgement and Decision Making	<ul style="list-style-type: none"> <li>• Demonstrating an ethical and pragmatic understanding of the political environment in which the role operates.</li> </ul>

	<ul style="list-style-type: none"> <li>• Capability to exercise considered and appropriate behaviours when interacting with community members, including in public meetings and other community consultation processes.</li> <li>• Resolve problems relating to policy, regulations or stakeholders in order to achieve Department and Council objectives.</li> <li>• Apply specialist skills and knowledge, recognising that it may involve significant levels of complexity/nuance.</li> <li>• Proactively manage changes and unforeseen issues in project scope or emerging issues/risks.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Highly developed verbal and written communication skills.</li> <li>• Ability to effectively communicate with a wide range of people.</li> <li>• Well-developed community engagement skills.</li> <li>• Well-developed facilitation, conflict resolution and influencing skills.</li> <li>• Demonstrated ability to effectively collaborate with others to achieve shared outcomes.</li> <li>• Demonstrated ability to contribute to team effectiveness and growth.</li> <li>• Ability to liaise effectively and gain cooperation and assistance from members of the public, staff and external organisations.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• A tertiary qualification in one or more of the following fields - Environmental Science, Sustainability, Environmental Management, Natural Resource Management or a closely related discipline</li> <li>• Experience in data collection, analysis and reporting, particularly relating to water, energy and/or gas usage</li> <li>• Experience in project coordination or delivery, preferably in a local government or public sector context</li> <li>• Victorian Driver's Licence would be preferable</li> </ul>
Specialist Skills and Knowledge	<ul style="list-style-type: none"> <li>• Understanding of water, energy and gas systems in local government contexts</li> <li>• Familiarity with greenhouse gas accounting and emissions reduction principles</li> <li>• Ability to collect, validate and manage large datasets (water, electricity, gas)</li> <li>• Strong analytical skills to identify trends, anomalies and performance issues</li> <li>• Ability to calculate and interpret key metrics (e.g. per capita consumption, segment analysis)</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in data reconciliation, auditing and quality assurance</li> <li>• Ability to translate technical data into clear, actionable insights</li> <li>• Ability to integrate sustainability principles into business-as-usual activities</li> <li>• Proficiency in reporting tools (Excel, databases, dashboards)</li> <li>• Knowledge of resource efficiency and demand management practices</li> <li>• Awareness of relevant policy, regulatory and strategic frameworks</li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>• Ability to manage time, set priorities, plan and organise work, including managing unforeseen urgent work.</li> <li>• Well-developed project development, planning and management skills.</li> <li>• Ability to liaise with others to achieve team-based goals.</li> <li>• Ability to lead, gain cooperation and influence outcomes with project partners and funding bodies.</li> <li>• Ability to bring projects to successful completion within the political context.</li> <li>• Demonstrated ability to coordinate cross-organisational project teams.</li> <li>• This position will at times be required to work after hours to attend Council meetings, community meetings, consultation activities and functions.</li> </ul>

## What we are all responsible for



### Values and Behaviours

- Embrace and live the shared values of Bayside City Council: **Respect Each Other, Own It, Work Together, Find Better Ways.**
- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



### Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



### **Customer Service**

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



### **Diversity, Equity and Inclusion**

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



### **Safeguarding Children and Young People**

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



### **Workplace Health, Safety, and Wellbeing**

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.

- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



## **Sustainability**

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce the impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement, and environmentally sustainable development (ESD).