

Position Description

Position Title	: Senior Climate Resilience Officer
Position Number	: 2273
Classification	: Band 7
Directorate	: Strategy Planning and Climate Resilience
Department	: Corporate Strategy, Climate and Environment
Approved By	: Manager, Corporate Strategy, Climate and Environment
Date Approved	: July 2026

Position Objective

- To lead policy, projects and programs of work that contribute towards a more climate resilient city and contribute to Council's commitment of achieving zero net carbon emissions for the community by 2040.
- To provide leadership and strategic advice on climate adaptation and mitigation measures to support Council's Corporate Strategy, long-term strategic vision and manage Council's climate risks.
- To build strong relationships and engage with the relevant Council teams, contributing to city shaping projects, liaising with technical experts as well as internal and external stakeholders to provide advice, resolve complex issues, and identify opportunities for positive sustainability outcomes.
- To assist in building organisational support, provide technical expertise and momentum to transition to low carbon city and help Council and community adapt to climate change impacts.

Key Responsibilities & Duties

- Deliver and coordinate projects and programs that progress the Corporate Strategy outputs and outcome to create a city that achieves climate and environmental resilience.
- Lead the development of cross-Council projects and programs that reduce Council's strategic climate change risk, including preparing business cases in line with Council's Investment Framework.

- Provide expert advice and support on climate and environmental resilience issues broadly, and ways to minimise climate change related impacts on health. Collaborate with Council teams, government agencies, non-profits and private sector partners to promote climate resilience within the community.
- Lead and provide strategic advice to teams across Council to increase canopy cover in the private realm through policy development and integration with relevant Council strategies and policies. Work collaboratively across departments to embed urban forest outcomes into relevant projects.
- Provide expert advice and support to Council teams on environmentally sustainable design (ESD) to create better environmental and operational outcomes for Council's new and refurbished buildings and facilities.
- Collaborate with Council staff and foster internal relationships and support capacity building, as required, including leading and coordinating the delivery of staff engagement programs to increase and embed climate emergency awareness and action within the organisation.
- Prepare Council and Executive reports, briefings or workshops and provide strategic support within the organisation
- Lead Council's climate change advocacy approach with State and Federal Government.
- Undertake research and analysis to deliver up-to-date and timely advice of emerging trends, opportunities, policy, practice, innovation and technology in relevant areas of environmental sustainability such as urban forest, energy, carbon, and climate change, to create sustainable solutions.
- Identify opportunities for projects that will facilitate and support the delivery of a low carbon city, and work in line with Council's Investment Framework and other relevant procedures and systems.

Council Values

Demonstrate Council's Values and Behaviours as outlined below

Our Values



- Be willing to try, succeed, fail and learn.
- Share ideas generously and listen to others with interest.
- Assume positive intent.



- Act with foresight.
- Behave honestly for the benefit of our community.
- Take responsibility for your actions.



- Find the best way to move forward.
- Tackle the issues that make progress towards our goals.
- Create things that add value for our organisation and the community.

Other Duties

Responsibilities and duties included in this position description are subject to the multi-skilling provisions of the Moonee Valley City Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

Organisational Relationships

Reports to: Climate and Environment Resilience Coordinator

Supervises: Consultants and contractors as required.

Internal Contacts: Climate and Environment Resilience Team, Growth and Economic Development Department, Parks and Gardens Department, Risk Team, Enterprise Project Management Office (EPMO), Engineering and Capital Works Delivery, Assets Maintenance teams and staff across the organisation at all levels

External Contacts: State and Federal Government departments/agencies, other councils, industry groups, Western Alliance for Greenhouse Action (WAGA), residents, businesses, community groups and environmental professionals (consultants, contractors).

Core Capabilities

The MVCC Capability Framework outlines the capabilities and associated behaviours Council expects, encourages, and develops in our employees to achieve continuous growth and success. For more information, you can review Council's Capability Framework on the [MVCC Work with us webpage](#).

The following capabilities have been deemed critical to meeting the expectations of this role.

Capability	Description	Proficiency Level
Plan and Prioritise	Scopes and manages projects effectively, including budgets, resources, and timelines.	Adept
Plan and Prioritise	Implements systems for monitoring and evaluating effective program and project management.	Advanced
Think and Solve Problems	Thinks broadly about the root cause of problems before focusing on the problem definition and solutions.	Advanced
Innovate	Draws on developments and trends in the industry and beyond to develop solutions.	Advanced
Assets and Tools	Actively pursues asset risk minimisation strategies, plans, and outcomes.	Highly Advanced

Accountability and Extent of Authority

- Work collaboratively with, and under the general direction of the Climate and Environment Resilience Coordinator, within established guidelines, procedures and policy of Council.
- Responsible for planning and contributing to projects that deliver on the Corporate Strategy, in line with relevant frameworks such as asset management and capital works investment.
- Responsible for providing expert and timely advice to internal and external stakeholders regarding climate risk, climate adaptation, climate mitigation, environmentally sustainable design (ESD), strategic approaches to increasing urban forest, and climate reporting.
- Authority to represent Council at external workshops related and environmental and climate resilience.
- Provide specialised input into policy development within area of expertise.
- The authority and what freedom to act is guided by relevant Council budgets, policies, standards and procedures (such as Councillor interaction guidelines, delegations policy), with regular reporting to the Coordinator.
- Give direction to consultants, contractors, and staff as required.

Judgement and Decision Making

- The position is required to interpret state government policy, regulatory and legislative provisions related to climate change, climate resilience, climate risk, ESD and urban forest, and provide sound and timely expert advice on this.
- The position is required to exercise professional judgement, adaptability, problem solving to implement projects and/or make operational day-to-day and operational project decisions in line with Council's practices.
- The position cannot make independent decisions to commence new projects outside of the established team Business/Work Plan and budget. Procedures relating to asset management and capital works investment must be understood and followed as appropriate.
- When representing Council in situations where no direct guidance is available, the position can make decisions that are in line with pre-existing commitments of Council and cannot make new decisions to commit Council to a position or project.
- A high degree of problem solving is required in relation to improving asset management planning and working with asset managers to improve asset resilience. The position should identify and analyse a range of options based on previous experience or precedents set by other councils.
- Guidance and advice is available from Coordinator Climate and Environment Resilience.

Specialist Knowledge and Skills

- Strong understanding of climate risk assessments, climate policies, and a broad understanding of technologies and behaviour change techniques that assist in building climate resilience.
- Ability to design and implement long-term urban forest strategic approaches and climate adaptation principles to support Council's canopy cover target. Ability to work with relevant Council teams to embed urban forest considerations into broader city-shaping projects.
- Strong understanding of asset management systems, processes and evaluation tools and experience in providing specialist advice related to environmental sustainable design (ESD) and climate resilience.
- Excellent project management skills. Demonstrated skills in managing diverse workloads and meeting work and budget targets.
- Specialist skills and experience with the development and implementation of environmental policy and/or project delivery in environmental sustainability and climate change policy (adaptation and mitigation).

- Demonstrated analytical and strategic thinking skills and ability to think logically, creatively and laterally within a multi-disciplinary environment.
- Experience in leading cross-functional project teams and providing clear direction and guidance.

Management Skills

- Strong time management and organisation skills to lead and manage multiple cross-functional projects, competing priorities, and a variety of stakeholder expectations to achieve preferred business outcomes. Often this will be with minimal supervision.
- Ability to develop comprehensive project plans that include project scopes, objectives, identify risks (and mitigation strategies), deliverables, and timelines; in collaboration with stakeholders across the organisation to ensure project continuity and success.
- Maintain comprehensive project documentation and reports, ensuring all project information is up to date and accessible; and monitor project progress, providing regular updates to stakeholders and adjusting plans as necessary.
- Strong budgeting and financial reporting skills.
- Ability to collaborate and foster strong relationships with internal and external stakeholders, ensuring their needs and expectations are met throughout a project lifecycle.
- Ability to manage external contractors to deliver on time and to budget
- Flexible and able to respond to changing priorities and complete tasks within tight timeframes. Requires a commitment to continuous improvement and ability to recognise and act when change is required.

Interpersonal Skills

- Strong oral and written communication, presentation and negotiation skills for a range of purposes and audiences – including highly developed report writing skills and presentation of analytical reports and ability to write business cases and grant applications.
- Excellent communication and interpersonal skills including the ability to work with diverse individuals and groups, including private enterprises, government bodies, co-workers, and community members.
- Strong relationship and network building capability to work effectively with internal and external stakeholders, to gain cooperation and assistance and maintain significant strategic relationships.

- Ability to facilitate effective communication across teams and stakeholders, providing regular updates on project status and performance.
- Ability to discuss and resolve problems – internally and externally. Be willing to seek guidance and advice when required.
- Ability to work autonomously yet collaboratively, and to work effectively and contribute to a team environment.
- Demonstrated commitment to excellence in customer service.

Qualifications and Experience

- A tertiary qualification in Engineering, Environmental Management, Environmentally Sustainable Design, Natural Resource Management, Environmental Science or related field, with relevant experience.
- Extensive experience and/or knowledge of the broad range of issues associated with environmental and climate resilience for Local Government.
- Extensive experience in delivering projects from scoping through to implementation, ensuring delivery within agreed budget and timeframes.
- Some experience in leading a team to deliver projects on time and budget.
- Experience working within local government on climate resilience projects and programs would be very highly regarded.

Key Selection Criteria

- A tertiary qualification in Engineering, Environmental Management, Environmentally Sustainable Design, Natural Resource Management, Environmental Science or related field, with relevant experience.
- Practical experience and a comprehensive understanding of climate change and environmental sustainability challenges and opportunities in local government.
- Excellent project management, planning and organisational skills, with demonstrated ability to manage multiple and competing tasks, overseeing consultants and set priorities to successfully deliver on time.
- Sound critical thinking and problem-solving skills to resolve issues within policy and process frameworks, alongside a strong service focus that ensures stakeholders are informed, supported and responded to promptly.
- The ability to work collaboratively, contributing positively to team outcomes, sharing information and supporting others to achieve shared goals.

Desirable: Some experience in maintaining an evidence base for resilient asset planning, based on research, available data, stakeholder engagement and analysis

Compliance Checks

- Police Check
- Qualifications Check
- Working Rights