

POSITION TITLE:	Principal Climate & Sustainability Advisor	CLASSIFICATION:	Band 7
REPORTS TO:	Coordinator Climate & Sustainability	DIRECTORATE	Environment & Infrastructure
DEPARTMENT:	City Environment	TEAM:	Climate & Sustainability

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Principal Climate & Sustainability Advisor provides high-level environment and sustainability expertise and leadership both within the Climate and Sustainability team and across other departments at the City of Stonnington.

A qualified and experienced environmental scientist (or similar), reporting to the Coordinator Climate & Sustainability, the position will draw on multidisciplinary knowledge across areas such as climate adaptation and resilience, emissions reduction, integrated water management, biodiversity and greening, circular economy, behaviour change and community engagement to shape and deliver the strategic direction of Council's climate and sustainability work.

As a senior representative of Council, the Principal Climate & Sustainability Advisor will lead and assist in management and delivery of complex projects, engage effectively with a variety of internal and external stakeholders, mentor and guide junior staff and contribute to shaping and delivering strategic initiatives.

The role fosters a culture of excellence and continuous improvement through collaboration, adaptability, innovation, and professional integrity, while taking accountability for decisions that protect the health of Stonnington's natural environment, and strengthen community resilience and sustainability outcomes.

RESPONSIBILITIES	KEY OUTCOMES
Technical expertise and strategic insight	- Utilise multi-disciplinary environmental knowledge and expertise to develop, guide and implement high quality and effective projects and programs for the Climate and Sustainability team aligned with Council's strategic direction. - Maintain up-to-date industry knowledge by monitoring legislative updates, policy reforms, and emerging trends and innovations. Contribute to the continuous improvement of Council's environmental frameworks and strategies to meet evolving challenges and community needs. - Provide technical advice and guidance (including development of appropriate resources) to wider Council teams, ensuring climate and sustainability objectives are appropriately considered and integrated within Council's capital program and service delivery.
Project management	- Utilise strong skills and experience in project and program development, implementation, and management including contract, risk, budget, resources and stakeholder management (including consultants/contractors), to ensure projects are delivered on-time and on-budget with completion of appropriate documentation and reporting. - Ensure adherence to defined project objectives and budgets while maintaining regular communication and transparent reporting to senior management and relevant stakeholders on project and budget delivery.

Leadership	• Provide mentoring and support to Climate and Sustainability team members to build technical capabilities and confidence in managing complex projects. • Lead engagement with key internal and external stakeholder groups, developing and providing guidance, programs, and educational tools where relevant. • Promote a culture of environmental stewardship and sustainability across the organisation.
Customer service	• Act as a key point of contact for internal teams and external stakeholders, providing timely, accurate advice.
Strategic partnerships and advocacy	• Contribute to the development and implementation of Council's strategic environmental and sustainability advocacy to a range of government and non-governmental entities. • Work in partnership with leadership, internal stakeholders, the community and other local, State or Federal departments and agencies to promote and deliver environment and sustainability strategies, projects, education programs and activities. • Proactively collaborate, maintain and foster strong relationships with key internal and external stakeholders, providing knowledge and support where required.

KEY WORKING RELATIONSHIPS



Direct reports: Subject to requirements

Internal: Manager City Environment, Coordinator Climate & Sustainability, Climate and Sustainability team, various teams across City Environment and the broader organisation.

External: State and Federal government departments, Eastern Alliance for Greenhouse Action, Councillors, community members and others as required

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority

- Strategic Leadership & Decision-Making – Responsible for leading key projects, programs, or services with a high level of autonomy, exercising sound judgement in complex situations and ensuring alignment with organisational objectives and community needs.
- Policy Implementation & Compliance – Accountable for interpreting and applying internal policies, procedures, and relevant legislation, ensuring compliance with statutory obligations and industry standards.
- Stakeholder Engagement & Representation – Act as a senior representative for the Climate and Sustainability team in internal and external forums, influencing outcomes and building partnerships to advance Council's strategic environmental objectives.
- Team Interactions – Provide day-to-day assistance to the Coordinator Climate & Sustainability, including mentoring, supervision and guidance for junior team members and resources/contractors. Provide technical guidance/project support to wider Council staff as required.

Judgement and decision making	Demonstrated ability to address complex policy, strategic, practical, and intellectual challenges, utilising advanced problem-solving skills to identify and evaluate a broad range of options to inform evidence-based recommendations in timely, accountable and transparent manner. This includes recognising when established techniques are not appropriate and communicating issues to management in a timely and transparent manner.
Specialised knowledge and skills	- Demonstrated expertise across multiple environmental and sustainability domains (e.g. climate adaptation and resilience, emissions reduction and energy, integrated water management, greening and biodiversity, circular economy, etc.), with the ability to integrate knowledge of these into practical outcomes. - Strong understanding of government policy frameworks (Federal, State and Local), funding mechanisms, and regulatory context relevant to climate and sustainability and the responsibilities of local government. - Excellent written and verbal skills required to communicate effectively with a range of key internal and external stakeholders including community, executive and Councillors.
General management skills	- Excellent skills in managing time, setting priorities, and planning and organising work effectively to achieve specific objectives within available resources and set timelines, even under conflicting pressures. - Demonstrated ability to provide guidance, mentoring and informal leadership to staff, and to contribute to workforce planning, capability development and team performance.
Interpersonal skills	- Excellent interpersonal and communication skills including an ability to establish and maintain effective relationships, gain cooperation of stakeholders to achieve positive outcomes for Council and the community. - Ability to influence without authority, build alignment across multiple stakeholder groups with diverse objectives, and drive behavioural and organisational change. - Proficient in liaising with counterparts in other organisations to discuss and resolve specialist problems, fostering collaboration and communication across different entities. - Friendly and proactive attitude with a willingness to learn and positively contribute to the team culture.
Qualifications and Experience	- Tertiary qualifications in environmental science, sustainability or other related discipline and demonstrated relevant practical experience in a similar role. - Experience in local government is an advantage. - Proficient in using software tools such as Microsoft Word, Excel and PowerPoint. Experience with corporate accounting software, GIS systems, environmental data monitoring platforms, and the capability to learn new software with a strong ability to apply these skills in a practical work setting, mentoring others where required. - Must possess a current Working with Children Check and valid Police Check or be willing to obtain both prior to commencing employment. - Current Victorian driver's licence.

Capability Framework: Level 2 Accomplished - People and Culture will fill out this section based on the banding of the role.

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.

Achievement	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
Leadership Impact	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: