

Advisor, Sustainability

Position Description

Position Details

Position Title:	Advisor, Sustainability
Position number:	70023518
Position reports to:	Project Manager, Energy Programs
Branch Unit:	Technical, Design, Assurance and Planning Services, Technical Services
Classification:	VPS4
Salary Range:	\$100,894 to \$114,476 plus Superannuation
Work Location:	222 Exhibition Street, Melbourne 3000
Employment Type:	Full Time – up to 3 years
Further information:	TalentPeopleandCapability.vhba@vida.vic.gov.au

Special condition: This is a Designated position for Aboriginal and/or Torres Strait Islander peoples only. This role is Designated under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2010.

Role purpose

The Advisor, Sustainability plays a key part in maximising the public health system's contribution to the Government's commitment to be net zero carbon by 2045 and will be exposed to a wide range of sustainability issues and provide the practical building blocks to a career in sustainability.

The primary purpose of the Advisor, Sustainability is to support the environmental sustainability team and contribute to the delivery of the state-wide \$40 million energy efficiency and solar program. The Advisor, Sustainability will be required to support the administration function for the program, assist in the preparation and presentation of reports, and provide contract administration support, including the processing payment claims and invoices.

The role will support the engagement with the Victorian Aboriginal Controlled Community Health Organisation (VACCHO) and Aboriginal Controlled Community Health Centres and play a key role in delivering energy efficiency and solar projects in the Aboriginal health sector.

The role will support the review of capital projects to embed environmentally sustainable design principles in the health infrastructure pipeline and delivery of climate adaptation initiatives in public health infrastructure. Previous experience working on infrastructure and/or projects, managing workflows and sustainability would be highly regarded.

VIDA Health

VIDA Health is responsible for the rollout of the Victorian Government's multi-billion-dollar health capital projects. Our diverse projects span the health, mental health and aged care portfolios across metropolitan, regional, and rural settings and ambulance branches across Victoria. VIDA Health also provides technical support across engineering, property, asset management and environmental sustainability disciplines. Our priority is to provide innovative and sustainable infrastructure solutions that will ensure our health system meets the needs of all Victorians now and into the future.

About the Victorian Infrastructure Delivery Authority

The Victorian Infrastructure Delivery Authority (VIDA) is a specialist project delivery organisation, responsible for delivering Victoria's major transport, health and community safety infrastructure program.

This multi-disciplinary program includes more than 200 projects including the North East Link, removing level crossings, Melbourne Airport Rail Stage 1, new and upgraded hospitals specialist programs such as the early parenting centres expansion and upgrade program and community safety projects including Corrections and Emergency Services.

The unprecedented program of works brings together expert skillsets to deliver crucial health, community safety, and major transport projects, and ensures that operations are streamlined and efficient while delivering better outcomes for Victorians. Led by the Director-General, VIDA is comprised of the five project offices, VIDA Road, VIDA Rail, VIDA Health VIDA Metro and VIDA Community Safety. VIDA is established as an Administration Office under the Public Administration Act 2004 as a specialist organisation.

Why work with us

Employees working within the VIDA have access to a wide range of opportunities, with an extensive range of career and capability development programs designed to develop people and teams. We want you to grow, develop and learn with us. We want your work to provide you with a strong sense of purpose and achievement.

Our aim is to build a safe and trusting environment that values and pursues a strong sense of wellbeing providing a strong platform for productivity, continuous development, and high performance.

Key Accountabilities

1. Support and contribute to the full life cycle of projects through technical reviews to ensure sustainability objectives are met.
2. Assist in providing support in the preparation and presentation of reports, governance papers, ministerial briefs, cabinet submissions on project related matters.
3. Maintain positive relationships with project team, consultants and stakeholders to facilitate a partnership approach.
4. Provide contract administration support for cost control, invoice processing and content management in accordance with VIDA Health requirements.
5. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
6. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.

Key Selection Criteria

1. **Written communication:** Support the preparation of briefs, letters, emails, reports and minutes using clear, concise and grammatically correct language; ensures written communications contain necessary information to achieve their purpose; uses appropriate style and formats.
2. **Project management:** Provide administrative support with project plans where objectives are clearly defined and action steps for achieving them are clearly specified; regularly communicates with and

supports project team members; ensures project administration, governance and finance processing are managed in an accurate and timely manner.

3. **Detail focus:** Observes fine details; follows processes and templates; coordination information; presents information in a logical sequences, keeps accurate records, suggests practical considerations of plans and activities.
4. **Relationship building:** Establishes and maintains relationships with people at all levels; creates useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises.
5. **Teamwork:** Demonstrates capacity to work across a large, diverse organisation and to partner with others to achieve outcomes. Collaborates and shares information. Shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with the different working styles of others, encourages resolution of conflict within the group. Leads and supports the development of cohesive teams and effective relationships with health agencies and the broader market.

Qualifications

1. A qualification in environmental management, sustainability, science, engineering, architecture or a related discipline would be highly regarded.
2. For Aboriginal Designated positions, a Certificate of Aboriginality (CoA) will be required prior to an offer of employment being made.

Flexible Working

VIDA Health is committed to shaping our future workplace and workforce to enable us to thrive in the hybrid working environment. In consultation with managers, our employees are able to balance individual preferences with the needs and obligations of colleagues and the organisation. VIDA Health has moved to a default starting point of employees working three days per week in the office if employed on a full-time basis (prorated if part time), instead of five. The nature and scope of the flexible options will depend on the requirements of the position.

Other Relevant Information

How to apply

Applications including a resume and covering letter are to be submitted online by visiting www.careers.vic.gov.au.

Employment Eligibility

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa. Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply. Non-VPS applicants will be subject to a probation period of six months. This position is subject to [pre-employment screening](#), which includes a National Police Records Check and Qualification Check that will require 100 point proof of identity.

Equal Opportunity Employer

VIDA Health is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly

Mobility

As part of this role, you may be required to travel to different locations and/or to be relocated at any time to a different work or work location within Victoria, to meet operational requirements and/or to support a team.

Safety and Wellbeing

VIDA Health is committed to support the safety and wellbeing of employees. VIDA Health assists employees to maintain their health and safety by providing training and safety systems and by offering a wellbeing program. VIDA recognises that employees are critical to its ability to deliver business outcomes and understands that a holistic approach is required in engaging, satisfying and retaining its employees.

Diversity @ VIDA Health

At VIDA Health, 'diversity' includes all the ways in which employees differ, and the valuable contribution that all these differences bring to the Authority. The strength of the organisation is in the innovation and the diversity of its employees. VIDA's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer connection, increased wellbeing and satisfaction, and the ability to attract and retain talented people during times of economic change.

Learning and Development

We want you to grow, develop and learn with us. VIDA Health provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. VIDA also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plans aim to support and encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

Professional Obligations

Successful candidates will be inducted to their crucial role as a public servant by fulfilling VIDA Health's mandatory training obligations and responsibilities under the [Public Administration Act \(2004\)](#), [Occupational Health and Safety Act \(2004\)](#), [Privacy and Data Protection Act \(2014\)](#), Victorian Public Sector Commission policies, and Closing the Gap National Agreement.

Agreement/Award Coverage

Employment with VIDA Health is subject to the terms and conditions outlined in the [Victorian Public Sector Enterprise Agreement 2024](#) (the VPS Enterprise Agreement) or for Senior Executive Service classified positions, the [Public Administration Act 2004](#).

In accordance with Section 17.3 of the VPS Agreement, all initial VPS appointments to VIDA Health will be on maximum fixed term contracts on the basis that VIDA Health is characterised as exceptional and unique to the VPS as it is capably funded to deliver specific projects and programs for defined and finite time periods. The length of the maximum fixed term contract is specified at the top of this Position Description.

Terms and Conditions

All employees are required to comply with the [Code of Conduct for Victorian Public Sector Employees](#).

Privacy Notification

Your consent will be sought to share your employment information across VIDA and other government delivery agencies for the purpose of future redeployment as the VIDA project pipeline changes. This information includes personal information such as your name, contact details, position title, VPS grade, remuneration information, employment records (such as your PDP and performance outcomes), and any other information provided by you in your CV.

Your information will be managed in a confidential manner in accordance with the [Department of Transport and Planning's Privacy Policy](#); the [Privacy and Data Protection Act 2014 \(Vic\)](#), [Information Privacy Principles](#), the [Health Records Act 2001 \(Vic\)](#), the [Health Privacy Principles](#) and the [Victorian Protective Data Security Standards](#).

encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options such as working from home, flexible working hours and generous leave provisions including Purchase Leave.