

POSITION DESCRIPTION



Title:	Climate Resilience Officer
Position Number:	1752
Classification:	Band 6
Directorate:	Sustainable Development
Department:	Environment
Award:	Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001
Incumbent:	Vacant

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Sustainability and Environment
Direct Reports:	Nil
Primary Internal Relationships:	<ul style="list-style-type: none">▪ Chief Executive Officer▪ Executive Leadership Team▪ Manager Environment▪ Sustainability and Environment Department▪ Communications and Engagement Team▪ Youth Development team▪ All Staff
Primary External Relationships:	<ul style="list-style-type: none">▪ Youth Groups Government Departments and Agencies▪ Community Groups and Organisations▪ Business and Industry Groups▪ Greenhouse and Climate Alliances▪ Consultants▪ Schools▪ General Public

POSITION OBJECTIVES

Greater Shepparton City Council declared a Climate Emergency in 2020. The Climate Resilience Officer will be a change-maker, playing a key role in driving mitigation and adaptation measures through facilitating collaboration between Council departments, community, business and all levels of government to help our organisation, community and environment to thrive.

KEY SELECTION CRITERIA

- Relevant tertiary qualifications and/or demonstrated experience in environmental sustainability and/or community development/engagement or lesser formal qualifications with substantial specialist industry experience.
- Demonstrated ability to successfully facilitate engagement and collaboration with various stakeholders/sectors such as youth, education organisations, business, industry, agriculture and associated networks.
- Demonstrated high-level verbal interpersonal, communication and comprehension skills to interpret technical data and information and present to a wide range of audiences with an ability to influence positive outcomes.
- Demonstrated ability to identify innovative opportunities, develop and implement projects.

- Knowledge of Climate Change issues and opportunities and how they can impact at a global scale, a national level and at a regional level.

KEY RESPONSIBILITY AREAS

Communication with external stakeholders

- Form partnerships and liaise with community groups, schools and businesses to identify options for environmental sustainability.
- Consult with all levels of the community to identify options to minimise the impact of extreme weather events.
- Provide climate crisis information including brochures and other marketing tools to the community, working closely with social community groups to develop and provide presentations for network meetings.
- Represent council on forums, working groups and through networks on sustainability and climate resilience matters.
- Ability to work outside of normal office hours and weekends including attending after hour's community meetings and events.

Climate Emergency

- Working closely with the Team Leader Sustainability and Environment to develop and present strategic direction to the organisation in line with State and Federal legislation, regulations, policies and guidelines in relation to energy, water, climate resilience and sustainability.
- Develop, implement, monitor and review organisational policies, plans, processes and procedures to ensure the climate emergency and environmental impacts are addressed.
- Liaise with teams across Council to ensure climate resilience is incorporated into all governance documents including Council Plans, and department specific strategies and systems.
- Provide feedback to the Executive Leadership Team and prepare submissions on Council's position to relevant Federal and State Government policy review.
- Assist Emergency Management and Resilience team planning by providing input (data and information) into the Municipal Emergency Management Plan and associated documents on climate resilience and heatwave plans.
- Establish climate risks to the organisation, community, services and infrastructure. Provide information and solutions for mitigation and adaptation regarding Climate Emergency impacts.
- Identify, develop and provide climate change related training programs for council staff and community.
- Work with the Building and Planning department to provide energy and water efficiency and sustainability advice for planning scheme amendments, and building regulations.
- Provide detailed budget costings for budget preparation purposes and manage budget for approved projects.

Reporting

- Provide regular reporting on relevant strategic documents.
- Provide reports, as requested, to internal and external stakeholders on Climate Change mitigation and adaptation as relevant to the position.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- The achievement of agreed, specific key responsibility areas for the position.
- Adhering to budget, policies, procedures, guidelines.
- Ensuring strategies, plans, projects and other initiatives of the position are completed in accordance within set timeframes.
- Providing timely specialist expert advice to Council, senior leadership group, council officers, community and industry on sustainability and climate emergency issues with supervisor guidance as required.
- Maintaining effective working relationships with all other sections of the Council, community, and other government departments.
- Ensuring that all resources within the officer's control are utilised as efficiently and effectively as possible.

This position has the authority to:

- Subject to and within the framework of the provisions of relevant legislation and statutory requirements and Council's policies and procedures, the incumbent has the authority to provide advice and assistance to management and staff in accordance with the Council Plan; Council's policies and procedures; and accepted organisation standards.
- Make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of the position.

- Carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards. Extensive freedom to initiate changes to the direction of the project based upon feedback from participants is encouraged and will be undertaken with the approval of the Manager.

Judgement and Decision Making

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Use experience and knowledge to solve problems and make decisions within guidelines and strategic direction under the supervision of the Team Leader and Manager.
- Apply initiative to determine the most appropriate method to engage and educate Community, Councillors and Council staff.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Excellent communication skills, including presentation, facilitation and public speaking skills in order to deliver workshops, programs and information to diverse audiences and an ability to influence positive outcomes.
- Highly developed project management, evaluation and problem solving skills including the ability to set parameters, research and utilise new resources and methods for delivering strategic objectives.
- The ability to build and maintain effective networks and relations.
- Ability to liaise and work with people from diverse backgrounds, groups and sectors including youth groups and schools.
- Sound knowledge of climate change and environmental issues that will impact our area.
- Have an understanding of the political and functional aspects of local government and key partner priorities.
- Ability to work both as part of a team and autonomously.
- Ability to produce specialised reports for Council, State and Federal Government.
- Proficiency in the use of Microsoft Office Suite and other relevant computer software.

Management Skills

- Motivate others and instil a sense of ownership of relevant project goals and strategy actions.
- An ability to deliver quality services in accordance with budgetary guidelines and competitive business practices to achieve industry best practice.
- Highly developed project management, time management, strategic planning and organisational skills such as setting and meeting targets, planning and organising own work and that of others under supervision including contractors, consultants, volunteers and community groups.
- Set, achieve and monitor goals within specified timeframes.
- Demonstrated ability to provide detailed budget costings and manage budget for approved projects.
- Ongoing personal and professional development.

Interpersonal Skills

- Highly developed communication skills, both oral and written with ability to present complex technical information to a range of audiences.
- Ability to gain cooperation and build and maintain networks with other Council staff and relevant stakeholders, to foster staff and stakeholder participation.
- An ability to regularly consult and communicate with the Manager, Team Leader, Team members, other staff, contractors, customers and community in a professional manner.
- Demonstrate enthusiasm and initiative whilst maintaining confidentiality, diplomacy and tact.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications and/or experience in and an understanding of environmental sustainability and/or community engagement.
- Extensive experience in facilitation without bias or personal opinion driving the agenda.
- A commitment to on-going personal and professional development.
- A high level of proficiency in Microsoft Office packages and social media account management.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian Drivers Licence
- Victorian Working with Children Check

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

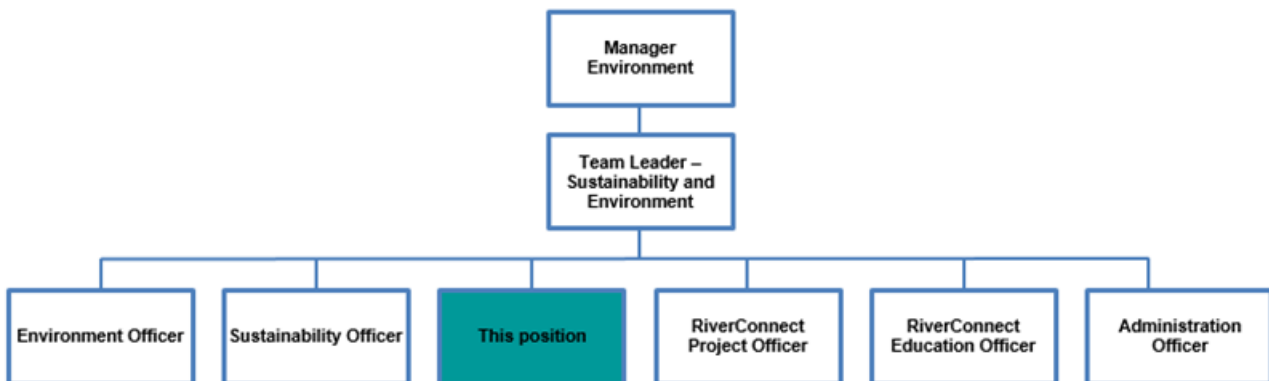
- Local Government Act 2020
- Victorian Climate Change Act 2017
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Environment Department provides the environmental health, sustainability and environment functions of Council including environmental sustainability projects; providing specialist advice to Council and the community on environmental and sustainability issues; approving and supervising the installation and operation of wastewater disposal systems; administering relevant legislation and investigating breaches; coordinating and delivering immunisation services; and implementing actions to prevent and control the spread of infectious diseases.



VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**Respect first,
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors				X	
Outdoors			X		
Slippery Surfaces		X			
Uneven ground/Sloped areas		X			
Work in isolation		X			
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste	X				
Body Posture					
Standing			X		
Sitting				X	
Squatting/Crouching		X			
Kneeling		X			
Twisting		X			
Bending		X			
Manual Handling					
Reaching or working overhead (above shoulder)		X			
Reaching forward			X		
Gripping/fine motor movement		X			
Pushing/restraining		X			
Driving a vehicle				X	
Lifting floor to waist		X			
Lifting waist to overhead		X			
Lifting from a truck/trailer		X			
Lifting 0 - <5kg			X		
Lifting 5 - <10kg		X			
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads		X			
Climb steps/stairs/ladder		X			
Exposure to vibration	X				
Psychosocial					
Give direction to others		X			
Dealing with aggressive customers		X			
Dealing with upset customers			X		
Supporting dependent persons		X			

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	N	R	O	F	C
Cognitive					
Written communication					X
Verbal communication					X
Comply with legislation			X		
Problem solve				X	
Reason/make sense of things					X
Make critical decisions			X		
Ensure accuracy/details				X	
Remember names/details				X	
Show creativity				X	
Examine/observe others			X		
Work quickly				X	
Concentrate amid distractions			X		

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____