

POSITION DESCRIPTION

POSITION TITLE:	Coordinator Sustainability Engagement
DIVISION:	Assets, Operations & Sustainability
DEPARTMENT:	Sustainability, Climate & Waste
SECTION:	Sustainability Engagement
CLASSIFICATION:	Band 8

POSITION OBJECTIVES:

The Coordinator Sustainability Engagement is responsible for:

- Leading the Sustainability Engagement team to achieve improved environmental and sustainability outcomes.
- Managing the development, implementation, review, delivery and evaluation of strategic plans related to sustainability policy, planning, strategy, programs and projects.
- Plan and act strategically for an integrated organisational approach to environmental sustainability
- Advocating for the environment and promoting environmental best practice within Hume City Council and its community.

KEY RESPONSIBILITIES AND DUTIES:

1. Leadership and Team Coordination:

- Provide leadership for the Sustainability Engagement team, fostering a collaborative and innovative team environment.
- Create and maintain a team culture where individual members are valued and recognised for their diverse skill sets, provide proactive and constructive input in team meetings, and keep team members informed of relevant issues impacting them or their work and share best practice learning.
- Coordinate the preparation of Council reports, briefings, submissions and correspondence.
- Lead cross-functional teams, including internal and external stakeholders, to plan and deliver projects.
- Lead the development, monitoring and review of the unit's budget and business plans.

2. Strategy and Policy Development:

- Coordinate the development, implementation, evaluation and review of strategies and policies, including the Live Green Plan and Land & Biodiversity Plan.
- Lead the development, implementation and evaluation of key sustainability engagement projects and programs such as the Rural Engagement Program, Gardens for Wildlife, Schools Sustainability Engagement and Enviro Champions.
- Support the Sustainability Engagement team to seek external funding opportunities for projects and programs

- Provide input into broader organisational strategy and policy to ensure environmental sustainability is adequately considered and embedded within Council business and operations.

3. Leadership, Guidance and Technical Support

- Research, prepare and complete reports on complex environmental sustainability issues and make recommendations.
- Provide technical advice and direction to the organisation in relation to meeting relevant government strategies, policies and objectives for environmental sustainability.
- Assist with the development of design briefs, concept designs and master plans for capital works projects, as needed.

4. Capacity Building and Advocacy:

- Provide support for existing and emerging Community Groups and individuals within the Hume community to take effective action on environmental sustainability issues.
- Oversee the development and implementation of behaviour change programs that build the capacity of the Hume community to live more sustainably.
- Identify opportunities and strategic directions available to Council, to facilitate the adoption of sustainability practices by the Hume community.
- Support the Hume Sustainability Taskforce in providing a community advisory role to Council in relation to environmental sustainability matters.
- Coordinate delivery of Council's weed management and compliance.

5. Establish effective relationships with a wide range of stakeholders:

- Foster positive relationships across the organisation and with key stakeholders, including community groups, to facilitate and deliver best practice environmental and sustainable outcomes.
- Represent Council on committees that have an environmental sustainability focus, including the Merri Creek Management Committee and Chain of Ponds Collaboration for Moonee Ponds Creek.

6. Financial Management:

- Deliver outcomes within the allocated budget.
- Prepare budgets and budget reports for presentation to the senior management.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Manager Sustainability, Climate & Waste
Supervises:	Sustainability Engagement Officer Biodiversity Engagement Lead Senior Rural Environment Officer Weed Education & Compliance Officer Project Support Officer
Internal Contacts:	Internal Council departments
External Contacts:	Residents, community groups and organisations Consultants and Contractors Local Government Authorities and Industry Networks Victorian and Commonwealth Government departments

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

WORK HEALTH & SAFETY (WHS)

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Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City 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.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers

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and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☒ YES ☐ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☒ NO ☐ YES ☒ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours.
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Effective leadership of the Sustainability Engagement team, producing outcomes in a timely manner and within budget
- Development, implementation, review and reporting of the Land & Biodiversity Plan and effective environmental strategies, policies and programs
- The incumbent has the authority and freedom to act within established operational and budgetary guidelines and in accordance with the provisions of relevant Acts, Regulations, Codes, Policies, Procedures and Guidelines
- Performing work with a large degree of autonomy and where guidance and advice are not always available within the organisation
- Drive accountability and outcomes across the unit and ensure provide recommendations to ensure appropriate resource allocation.
- Providing specialist advice and guidance in the development of land and biodiversity strategies, policies and programs that will impact on Council and the community
- Prepare and present Council reports, briefings, submissions and correspondence

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Exercising initiative and sound professional judgement, taking account of community needs and expectations and providing accurate and professionally objective advice
- The ability to analyse, balance competing interests and make informed decisions based upon relevant legislation and established procedures and guidelines. The work will typically require the identification and analysis of a range of options before a decision or choice can be made.
- Formulating creative and innovative approaches in problem solving and generating outcomes to meet strategic directions, and where guidance and advice are not always available

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- Day to day decision making on often complex matters in accord a nee with delegated authority, budget and organisation objectives
- Exercising initiative, innovation, collaboration and leadership in developing and managing environmental programs and communications
- Interpreting State and Federal policies and strategies, and recommending an appropriate response by Council
- Ensuring Council meets its statutory obligations for the management of land and biodiversity, including offsets, threatened species and declared pests
- Sound technical knowledge of land and biodiversity policies, procedures and practice, and capacity to recommend related policies, procedures and best practice.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Tertiary qualifications in a relevant field, or lesser qualification with extensive work experience.
- Knowledge of policy contexts and government legislation that relates to environmental sustainability.
- Strong understanding of contemporary challenges and opportunities relevant to local government.
- Strong financial, people and project management skills.
- The ability to advocate on matters relating to environmental sustainability

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Manage the development, implementation, monitoring and review of Hume's environmental sustainability strategies and policies.
- Demonstrated ability to foster a positive, collaborative and high performing culture, by leading, empowering and developing staff to ensure adherence to Council policies and procedures.
- Demonstrated ability to set priorities and to organise one's own work within resources available and within set timeframes despite conflicting pressures and with little direction.
- Highly developed conceptual, analytical and strategic skills, with the ability to lead change.
- The ability to achieve organisational goals and objectives, taking into account organisational and external constraints and opportunities.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Emotional intelligence, with the ability to build trust and foster positive relationships.
- High integrity and a strong community focus.
- Demonstrated ability to liaise, consult, negotiate, persuade and collaborate with a wide range of stakeholders, including with counterparts in other organisations to

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discuss specialist matters and also with other employees in the Council to resolve cross-Council issues.

- Demonstrated high level written and verbal communication skills, including the ability to deliver timely, clear and concise reports, briefing papers and correspondence.
- Agile and responsive to change
- Ability to foster a collaborative working environment
- Skills in motivating and inspiring others, fostering a positive and productive work environment
- Ability to guide and develop team members
- Skills in addressing and resolving conflict.
- Capacity to make informed and timely decisions, while considering the input and perspectives of others.
- Awareness and appreciation of diverse backgrounds and perspectives..

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in a relevant field, or lesser formal qualifications with extensive experience
- Demonstrated leadership skills and experience, including the ability to foster a positive, collaborative and high performance culture.
- Highly developed analytical and strategic skills, with proven experience in leading change.
- Strong financial, people and project management skills
- Substantial experience in environmental sustainability related policy or strategy development, implementation and evaluation
- Demonstrated high level understanding of sustainability practices, including behaviour change programs, capacity-building, biodiversity conservation and cultural heritage
- High level of experience in managing projects within agreed timelines and budget.
- Excellent communication and engagement skills, with awareness and appreciation of diverse audiences.
- Current driver's licence.

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☒	☐
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒

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Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☒	☐
Wearing other relevant PPE	☐	☐	☒	☐
Working in dusty conditions	☐	☐	☒	☐
Working in wet/slippy conditions	☐	☐	☒	☐
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☒	☐
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☐	☐	☒
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☐	☐	☐
Other (please specify)	☐	☐	☐	☐
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary qualifications in a relevant field or lesser formal qualifications with extensive experience.
2. Proven ability to develop and implement sustainability strategies while effectively engaging diverse stakeholders to promote environmental responsibility
3. Highly developed analytical and strategic skills, with proven experience in leading change.
4. Demonstrated financial, people and project management skills.
5. Sound knowledge of the environmental sustainability sector in a local government context.
6. Excellent written and verbal communication skills including the ability to prepare reports, briefings, submissions and relevant correspondence.
7. Demonstrated ability to develop, implement and evaluate strategies, policies, guidelines, programs and projects.
8. Sound computer literacy skills
9. Current driver's licence.

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