

POSITION DESCRIPTION



Sustainability Program Manager



POSITION DETAILS

Position Title	Sustainability Program Manager
Classification	HEW Level 8
Position Number	7006109
School/Office	Property and Commercial
Division	Operations

POSITION PURPOSE

The Sustainability Program Manager leads strategic sustainability initiatives, living labs, risk management and compliance initiatives aligned with Western Sydney University's Western 2030 - Sustainability Action Plan, the Environmental Sustainability Policy, and the Environmental Sustainability Action Plan. The incumbent manages collaborative and co-design arrangements within Western including those with staff and students within Faculties, Divisions and Research groups, along with liaison with a broad range of external agencies and organisations.

KEY ACCOUNTABILITIES

1. Sustainability Initiatives

- Lead and manage sustainability initiatives and programs aligned with the pillars and themes of the Environmental Sustainability Action Plan, and the broader Western 2030 Sustainability Action Plan.
- Collaborate with staff across the Division of Operations, Faculties and Research groups to co-design and implement organisational responses to emerging compliance requirements and organisational opportunities.
- Lead and manage key strategic areas of focus, including carbon transitions (e.g. Electrification Roadmap and Sustainability Procurement Framework), and climate and nature risk assessment and adaptation planning.
- Build and maintain living lab engagements to ensure operational initiatives support teaching, research, and broader organisational collaboration.
- Coordinate appropriate data management, survey tools, and methodological development as required.

2. Environmental compliance and risk management

- Lead and manage compliance and risk management aspects relating to environmental sustainability, e.g. climate and nature risk, biosecurity, environmental stewardship, water recycling, waste management, and pollution control.
- Oversee dynamic risk management of environmental assets across the campus network, eg bushfire, biosecurity, water quality hazards, and related access requirements for contractors and staff and student living labs.
- Provide expert advice on compliance and risk management dimensions of environmental sustainability

3. Project Management and Reporting

- Oversee funded sustainability projects, including oversight of the Capital Plan's sustainability portfolio in collaboration with project managers and staff across the Office of Property and Commercial.
- Provide expert advice on program delivery and reporting requirements, both internal and external.
- Work closely with team members of the Environmental Sustainability team to ensure integration of project development, delivery and reporting.
- Contribute to data stewardship, reporting and broader communication of sustainability initiatives.

4. Stakeholder Engagement

- Build and maintain relationships with internal and external stakeholders, including those relating to campus-based living lab opportunities, sector and organisational networking, and international delegations and visitors.
- Knowledge sharing of our strategies and practical outcomes to appropriate professional organisations and forums

5. Other Duties

- Collaborative support across the Environmental Sustainability based upon skillsets.
- Undertake other duties as directed, commensurate with the level of the role.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Postgraduate qualifications or equivalent experience in a large university setting.
2. Demonstrated expertise in Environmental Sustainability
3. Proven project management and stakeholder engagement skills.
4. Experience in sustainability initiatives across research, teaching, and operations.
5. Strong financial and compliance knowledge.
6. Ability to work independently and collaboratively in high-volume environments.
7. Excellent written and verbal communication skills
8. Driver's licence and ability to be mobile across the campus network

KEY RELATIONSHIPS

This position reports to the Director, Environmental Sustainability. This position has no supervisory responsibilities.

Success in the role will be dependent on developing and maintaining positive relationships with:

- Office of Property and Commercial
- Division of Operations
- Staff across Faculties, Divisions and research groups.
- Student Representative Council

External agencies and organisations and sector networks.

CHALLENGES

- Complex stakeholder coordination across internal divisions and external networks to align sustainability initiatives with strategic goals and curriculum frameworks.
- Managing multiple high-impact projects under tight timelines and resource constraints while ensuring compliance, reporting accuracy, and engagement.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People

Date: 27/11/2025