



Position Description

Position Title	Climate Adaptation Officer
Position Number	3793
Division	Planning & Place
Department	City Strategy
Team	Environmental Planning
Position Status	Full Time Permanent
Classification	Band 7
Position Reports to	Team Leader Environmental Planning
Position Supervises	Nil
Date Reviewed	August 2024

Position Objective

Kingston City Council has declared a climate and ecological emergency. Adapting to the impacts of climate change and building the climate resilience of our municipality forms part of our climate emergency mandate.

The role of the Climate Adaptation Officer is to drive organisational change to build Council's capacity to adapt and mitigate the risks of climate change. The role will lead development and delivery of complex plans and projects, to mitigate climate risk, achieve environmental and community resilience outcomes and to influence the longer-term adaptive capacity of the organisation.

The incumbent will play a lead role in managing engagement internally with other departments, with the community, and State Government in relation to climate risk, adaptation and resilience.

Key Responsibilities

1. Policy Development/Formulation

- Under the guidance of management, undertake a climate risk assessment and prepare relevant climate adaptation policies, reports and strategies.
- Interpret State and Federal Government legislation and climate adaptation initiatives, identify the implications for the City of Kingston and provide advice.
- Work across the organisation to establish improved policy and practice to proactively adapt to climate change.

2. Policy and Program Delivery

- Translate high level strategic intent to operational implementation plans with guidance from the Team Leader.
- Develop and manage delivery of initiatives to build Council's organisational capacity to adapt to climate change.

- Identify, develop and lead climate adaptation programs including those led by SECCCA to achieve adaptation outcomes for the organisation, and build the climate resilience of our community.
- Establish and manage cross-organisational groups to effectively deliver against climate adaptation goals.
- Engage and manage consultancies and contractors as necessary for specialist studies, data management and on-ground works for projects allocated by the Team Leader.
- Develop and implement appropriate monitoring, evaluation, reporting and learning frameworks for climate adaptation programs.

3. Internal and External Stakeholder Engagement

- Establish and undertake community and stakeholder engagement relevant to the development and delivery of the climate risk assessment, strategies, policies and processes.
- Work with key Government Departments / Agencies to ensure alignment with State and Federal initiatives and requirements, and to influence local environmental outcomes.
- Brief Councillors and Executive Management including attendance at Executive Leadership Team meetings as required.
- Represent Council at public meetings, community forums, regional forums including SECCCA, meetings with Government Departments and Agencies and discussions with stakeholders involved in the development and implementation of climate adaptation policies and plans.

4. Financial Administration

- Support the Team Leader Environmental Planning in updating Council's Environmental Planning Budget.
- Proactively seek out opportunities for Federal or State Government funding in the form of grants and sponsorship.
- Administration of spending for State and Federal Government grants received by Council with guidance from the Team Leader.

5. Governance & Mentoring

- Establish, manage and/or contribute to cross-organisational governance arrangements to ensure the achievement of climate adaptation outcomes.
- Mentor less experienced staff in the area of policy and strategy development/formulation in order to provide broad organisational benefit.
- Mentor and support junior staff within the team to support their ongoing professional development.

6. Expert Advice

- Provide expert climate risk and adaptation advice on a range of projects, strategies and plans as required, including responding to community enquiries.
- Work across the organisation to improve knowledge and understanding of climate adaptation and environmental policy, projects and initiatives, including providing relevant training to different parts of the organisation.
- Maintain awareness of resilience, climate change and natural hazard risk management issues and proactively identify priorities.

Position Requirements

1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- NIL

The incumbent has delegated authority for:

- NIL

The incumbent is responsible and accountable for:

- Planning of work, allocation of resources, the application of professional knowledge and using initiative within extent of authority.
- Achievement of agreed, specific objectives and outcomes.
- Coordinating development and delivery of Council's climate adaptation policy and program of work for review and with guidance from the Team Leader.
- Representing Council at public meetings, community forums, meetings with Government Departments and Agencies and discussions with stakeholders involved in the development and implementation of climate adaptation policies and plans.
- Preparing items for inclusion in Council Business Papers and presenting material at Executive Leadership Team meetings, Councillor Information sessions, public forums, community and school workshops as required.
- Provision of timely and high quality advice relating to climate risk and adaptation initiatives.
- Coordinating the Department's climate adaptation input into relevant environmental advisory committees including attendance at meetings as required.

2. Judgment and Decision Making

The incumbent is accountable for:

- Exercising professional judgement, adaptability, problem solving and conceptual skills under limited supervision in accordance with the directions set by Council.
- Make decisions on matters that are the responsibility of the position, provided these are within delegated authority, legislative requirements, established policy or recognised standards.
- Decisions of a non-routine or politically sensitive nature must be referred to the Team Leader Environmental Planning.
- Guidance is not always available within the organisation

3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Demonstrated knowledge of environmental sustainability and climate change issues and action at local, state and federal government levels.
- Demonstrated technical knowledge in climate change, climate risk, climate resilience and adaptation and environmental management.
- Well-developed skills in the formulation of climate adaptation policies and strategies and an ability to translate completed work into operational programs and actions.
- Proven ability to drive change within a large, complex organisation.
- Exceptional written and oral communication skills.
- Ability to build strong evidence based arguments to support strategic work.

- Project management skills and experience working with diverse stakeholders.
- The ability to research, analysis and prepare written reports, submissions and briefing materials.
- Ability to undertake a diverse range of community engagement processes.
- Appreciation of the political context within which climate adaptation decisions are made.

4. Management Skills

The following management skills are required to be utilised:

- Proven capability to manage and deliver multiple complex projects concurrently, in a timely manner by setting priorities and being well organised.
- Demonstrated ability to work across the organisation, lead inter-departmental projects and manage cross-organisational governance arrangements.
- Ability to manage consultants within prescribed budgets.

5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Excellent interpersonal skills with the ability to liaise with and gain cooperation of all levels of management, staff and community.
- Appreciation of the diversity of stakeholders in the climate adaptation planning process and experience in consulting and working cooperatively with a broad cross-section of people.
- The ability to resolve complex problems.
- Ability to work within and contribute positively to a team.

6. Qualifications and Experience

The following qualifications and experience are required for the position:

- A tertiary qualification in environmental/sustainability planning, science, engineering or a closely related discipline.
- Several years' experience in Climate Change Adaptation (including risk assessments, planning and implementing climate adaptation responses).
- Experience in local government desirable.

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<p>Values and Behaviours</p>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> • We make a difference • We show care and respect • We take pride in our work • We are better together
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Safe Workplace Actions	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all council policies related to the position.
Legislative Framework	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
Equal Opportunity and Child Safe Standards	<p>The City of Kingston is an equal opportunity and child safe employer.</p> <p>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p> <p>We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.</p>

Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Pre-employment Health Declaration
- Hold and maintain a Working with Children Check
- Current Victorian Drivers License (preferred)

Inherent Requirements

Category B – Desk based / General administration role - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form.

Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.

Applicants should declare any requirements via the Health Declaration form.

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.