

POSITION DESCRIPTION

POSITION TITLE	SUSTAINABILITY COORDINATOR		
FUNCTION	Finance	DEPARTMENT	Assurance
REPORTS TO	Sustainability Manager	KEY STAKEHOLDERS	Internal: Procurement, Marketing, Facilities Management, Marketing, Retail Operations, Finance, Visual Merchandising External: Suppliers, NGOs and Associations
DIRECT REPORTS	N/A		
POSITION PURPOSE	Support Myer's sustainability initiatives and projects to assist Myer in achieving its sustainability strategy.		
KEY RESPONSIBILITIES	<ol style="list-style-type: none"> Support Myer's sustainability strategy with a specific focus on energy, packaging, recycling and waste. Preparation, verification and presentation of environmental reporting and regulatory submission documents to ensure compliance is met as well as internal reporting such as leader boards and quarterly updates. To assist in the implementation and delivery of sustainability initiatives and projects as well as continuous improvements. Builds and maintains effective working relationships with all stakeholders internal and external. Educating and influencing stakeholders regarding the importance of sustainable management practices. Provide technical inputs to identify and address environmental risks is advantageous. <p>Scope 3</p> <ul style="list-style-type: none"> Support Myer's sustainability strategy on scope 3 emissions. Analyse and interpret data to recommend and implement actions to support our progression towards successfully achieving our targets across emissions and sustainability, particularly across scope 3 emissions. Implement new technologies, processes and innovative solutions that can contribute to further emissions reductions in the supply chain whilst improving sustainable management practices specifically around scope 3 emissions. Enhance supplier knowledge of Myer's Scope 3 targets and other sustainability initiatives. 		
ROLE SPECIFIC SKILLS & EXPERIENCE	<ol style="list-style-type: none"> A relevant tertiary qualification would be highly desirable Previous experience in a similar role with technical knowledge in relation to energy, waste, packaging and waste is highly advantageous but not a requirement Passionate about sustainability, environmental impact and climate change Retail specific experience is highly desirable Exposure to NABERs, NGERs, Green Star or APCO is advantageous but not a requirement Stay up to date with technical and policy developments both domestically and globally Strong numerical and analytical skills with a keen attention to detail Organised with strong time and project management skills and ability to prioritise Form strong relationships with immediate team and network A willingness to learn and develop 		
KEY METRICS	<ul style="list-style-type: none"> Targets and measures related to specific sustainability projects and initiatives are met within the required timeframe. Relevant compliance reports are prepared and submitted to the relevant authority by scheduled due dates. 	<ul style="list-style-type: none"> Completion of required actions to schedule. Verification evidence and data is maintained on file in an organised manner and verification internal audits are coordinated. Relationships are developed throughout the business with positive feedback received. Networking at events or with other retailers on sustainability/energy matters. 	
CAPABILITIES			
Accountability & Results Focus	Plans effectively and takes accountability for behaviour and results. Delivers on expectations in the right way at the right time.		Foundational
Change Agility & Resilience	Maintains composure and focus under pressure and quickly adapts to change		Foundational
Leadership	Provides direction and purpose, and empowers, motivates and inspires others to achieve their potential		Foundational
Customer Centricity	Has the customer at the forefront of every decision and action		Foundational
Communicating with Influence	Engages and inspires others through clear and persuasive communication		Foundational
Collaboration	Builds and maintains positive relationships to drive results that delight the customer		Foundational

POSITION DESCRIPTION

Entrepreneurial Thinking	Actively seeks out ways to take advantage of emerging opportunities	Foundational
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PERSONAL CHARACTERISTICS

The specific personal characteristics and qualities needed to be successful in the role

- Passionate about retail & product
- Empathetic
- Creative
- Aware of competitive landscape
- Positive & energetic
- Approachable & engaging
- Good eye for fashion
- Personal presentation on-brand
- Strategic thinker

SAFETY AND COMPLIANCE AT MYER

SAFETY COMMITMENTS	<p>All Myer Pty Ltd and Warehouse Solutions Pty Ltd team members are responsible for:</p> <ol style="list-style-type: none"> Clearly understanding and complying with their safety related responsibilities as defined in the “SAFETY AT MYER – Shared Responsibilities Statement” located in the online induction program, Team Member Handbook and the Safety intranet site. Ensuring personal (and wider team – fully briefed & coached) compliance with internal company policies, procedures and codes (e.g. Code of Conduct), and all applicable external laws, regulations, standards and industry codes (e.g. fair trading laws)
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OUR VALUES DRIVE OUR BEHAVIOUR

 CUSTOMERS COME FIRST Be passionate about the customer; they're at the heart of everything we do	 OWN OUR FUTURE Be fearless, find new ways, adapt to deliver the right results	 DO WHAT'S RIGHT Execute with integrity, be accountable & make a difference	 ONE INCLUSIVE TEAM Care as a family, work as a team
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APPROVAL

APPROVED BY	National Assurance & Sustainability Manager	REVIEW DATE	24 September 2024
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The requirements and responsibilities contained in this position description do not create a contract of employment and are not meant to be all-inclusive. They may be changed during employment on an as-needed basis.