

Position Description – Advisor, Environmental Management

Position Details

Position Title:	Advisor, Environmental Management
Position Number:	50065538
Portfolio:	Operations
School/Group:	Property Services
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

Property Services Group

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences. The Portfolio incorporates the following business units: Communications, Enterprise Projects & Business Performance, Global Marketing & Student Recruitment, Human Resources, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Property Services Group has approximately 120 staff and has the responsibility to operate, maintain and enhance the buildings owned and leased by RMIT University, oversee construction projects and ensure the provision of physical facilities services.

The Group has an operating budget in excess of \$70M and prospective capital projects of over \$100M per annum for the next few years in Melbourne and Vietnam. RMIT's built environment involves approximately 110 buildings in Melbourne spread across all of RMIT's campuses and sites.

Property Services consists of the following branches: Property Services consists of the following branches:

- Real Estate Services
- Facilities and Asset Management
- Capital Works
- Campus Planning and Services
- Reporting & Compliance

For more information please visit: <http://www.rmit.edu.au/propertyservices>

POSITION SUMMARY

The Advisor, Environmental Management is responsible for the monitoring, mitigation and auditing of all Property Services related environmental impacts across RMIT's on-shore campuses.

This position will be responsible for working across Property Services and the wider University to plan, implement, communicate and evaluate resource efficiency projects. The role will have a focus on waste, climate change adaptation and Environmentally Sustainable Design (ESD) to deliver holistic outcomes from operational activities.

This position will be responsible for articulating and mitigating the environmental risks arising from Property Services operations. The role will be charged with ensuring systems and processes are meeting statutory and best practice requirements, through the implementation of the environmental component of an Integrated Management System (IMS) ensuring compliance with ISO14001 standards.

The Advisor, Environmental Management will work closely with internal and external stakeholders to drive sustainability outcomes in areas such as the Capital Development Program, Facilities Management Contracts and Retail Leases. In addition, the role will provide support to the activities of the Sustainability Committee Operational Working Groups to track actions and outcomes.

Reporting Line

Reports to Senior Manager, Sustainability

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge is up to date.

Key Accountabilities

- Devise and deliver initiatives to improving resource efficiency, including waste minimisation.
- Implement and manage the environmental component of the Property Services-wide ISO Certified Integrated Management System, in collaboration with the Quality and Safety teams.
- Drive Environmentally Sustainable Design (ESD) outcomes through the Capital Development Plan, by participating in process development, technical working groups and project reviews.

- Liaise with contractors and retailers to roll-out sustainability programs, review work processes, develop monitoring and reporting procedures, conduct site audits and provide training.
- Work closely with the Property Service Safety Team to investigate, assess and mitigate environmental risks arising from the University's operations.
- Act as an internal auditor to track sustainability compliance within Property Services processes/procedures and undertake audits of complementary PSG systems.
- Participate in cross-unit activities to improve the efficiency and effectiveness of processes and systems to drive continuous improvement.
- Provide oversight and evaluate outcomes arising from the Sustainability Committee Operational Working Group activities.
- Maintain connections with internal and external stakeholders on operational sustainability matters and assist with other Sustainability Team activities as required.
- Identify sustainability funding opportunities appropriate to the work of the Sustainability Team and raise awareness of external sustainability funding, research grants and awards opportunities relevant to internal stakeholders.

Key Selection Criteria

1. Comprehensive understanding of the ISO14001 standard and substantial experience in implementing, monitoring and auditing Environmental Management Systems/Integrated Management Systems.
2. Demonstrated experience in analysing, developing, implementing and auditing procedures, continuous improvement activities and documenting findings.
3. Proven knowledge of sustainability concepts, including comprehensive experience in planning and implementing waste management systems, resource efficiency projects and Environmentally Sustainable Design (ESD) solutions.
4. Experience in incident investigations, utilising the Incident Cause Analysis Method (ICAM) or similar.
5. Demonstrated project management skills from planning through to implementation, including the ability to deliver against targets, timelines and budgets.
6. High level of organisational skills including the ability to manage multiple tasks, to prioritise and to meet timelines in a constantly changing environment.
7. Proven capability to consult, interact and collaborate effectively with internal and external stakeholders.
8. Ability to develop applications for competitive external funding grants and monitor progress against key performance indicators and milestones.
9. Excellent interpersonal, written and verbal communication and negotiation skills, with the ability to prepare reports, business cases and presentations.

Qualifications

- A degree level qualification in a relevant sustainability field or equivalent. Relevant experience in a similar role and applied knowledge of ISO 14001 Environmental Management Systems, including internal audit qualifications.

Note: Appointment to this position is subject to passing a Working with Children check.

Endorsed:	Signature: Name: Liz Bell Title: Associate Director, Reporting and Compliance	Approved:	Signature: Name: Chris Hewison Title: Executive Director, Property Services
------------------	---	------------------	---