POSITION DESCRIPTION

Position Title: Project Officer Sustainability 1
Organisation Unit: Property and Facilities Division
Position Number: 1321042
Type of Employment: Fixed Term, Part-Time
Classification: Hew Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates medical and dental schools in Brisbane and a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: Infrastructure & Sustainability (ie energy management, sustainability office, engineering services), Project Delivery (ie new buildings, refurbishments, feasibilities), Planning & Property (ie. master planning, leasing, space management), Campus Operations (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking, transport, cleaning, furniture, logistics, UQ fleet, mail dispatch).

UQ’s environmental and sustainability initiatives have gained significant recognition. P&F manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The Sustainability website (www.uq.edu.au/sustainability) provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ's research in the area of sustainability, partnerships with community industry and government, and the University’s carbon management strategy. You are encouraged you to visit the Sustainability website.

Further information about the Property and Facilities Division may be accessed on the Division’s web site at www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The position is responsible for the provision of specialised advice on sustainable practices and issues and applying that knowledge to develop practical operational solutions that facilitate continual improvement of the University’s sustainable performance.

Duties

Duties and responsibilities include, but are not limited to:
• Identify and ensure the University complies with all regulatory requirements within the responsibilities of the Sustainability Office and the position (including, but not limited to, licensing, emissions and energy use, water use and waste management).

• Research and advise management and stakeholders on contemporary issues, changes in legislation and other items.

• Audit, review, develop and control high level and operational documents (including but not limited to policies, procedures and plans) required for corporate, quality and legal purposes.

• Respond to complaints. Queries and requests for information.

• Liaise with a variety of internal or external organisations and government bodies.

• Identify, develop and implement general and targeted sustainability training, awareness (education) and engagement programs including face-to-face, marketing and electronic media.

• Lead and coordinate the collection of data and technical, legal and specialised information. Interpret and develop this information into audience appropriate reports.

• Participate as a member on committees and working parties to ensure adherence to UQ sustainability policy and procedures.

• Coordinate and lead multi-disciplined teams to achieve outcomes within strict scopes and timeframes.

• Engage and manage consultants and students to achieve specific deliverables.

• Develop and maintain databases and registers including inputting and retrieving data.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University’s Code of Conduct](#)

- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School

- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The Project Officer Sustainability reports directly to the Program Manager, Environment & Sustainability who in turn reports to the Manager, Energy & Sustainability.
SELECTION CRITERIA

Essential

- Completion of a relevant environmental bachelor degree with subsequent work place experience in environment and sustainability matters; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated high level experience in the environment and sustainability field, incorporating extensive knowledge of sustainable management practices – policy, strategy, planning, auditing, monitoring and evaluation across key areas of water, waste, energy, biodiversity or climate change.
- High-level ability to research and interpret legislation, regulation, multi-disciplinary information and data to provide evidence-based advice to support environment and sustainability actions.
- High-level communication, consultation and presentation skills with individuals and groups having diverse audiences and backgrounds.
- High-level project management, report writing and presentation skills, incorporating ability to prioritise projects and tasks.
- Experience in a large, institutional environment that operates across varying jurisdictions will be an advantage.
- Demonstrated ability to work in a team environment, with limited supervision, self-motivated and strong work ethic. Able to adapt to a rapidly changing environment will be an advantage.

Desirable

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to (Jill Amber, HR Advisor on central-hr-advisory@uq.edu.au or 3346 6793)