

## Coordinator Sustainability Planning

### Position Description

<b>Directorate</b>	Planning	<b>Department</b>	Environment and Sustainability Policy and Planning
<b>Reports To</b>	Manager, Environment & Sustainability Policy & Planning	<b>Direct Reports</b>	Yes

#### Position Purpose

This position will lead and manage a team of sustainability, climate change, energy and carbon planning specialists in the delivery of policies, plans, programs and initiatives to meet the needs of the organisation (including our organisational net zero target) and the community within City of Moreton Bay.

Champion and embed sustainability broadly across the organisation to underpin Council's "sustainability" core value and implement Council's strategies, plans and policies.

#### Key Responsibilities and Outcomes

As a Coordinator Sustainability Planning and member of the Environment and Sustainability Policy and Planning Department you will:

- Lead the delivery of sustainability and scientific services to drive integrated sustainability and climate change mitigation outcomes across the region and within the City of Moreton Bay organisation.
- Seek to understand and have regard to the political contexts in which this role and its functions operate to achieve balanced and positive outcomes.
- Manage a team of sustainability and climate specialists, planners and scientists providing strategic advice and expertise to key stakeholders in accordance with legislative, policy and business requirements.
- Lead the delivery of a strategic work program of complex, large-scale sustainability and climate mitigation planning projects and initiatives to achieve strategic and Council-business outcomes.
- Drive a high performance, continuous improvement and customer focused team culture.
- Build high level relationships across a range of diverse internal and external stakeholders to ensure quality service and integrated organisational outcomes (including buy-in across the organisation).
- Lead the development, integration and implementation of key strategies, policies, programs and initiatives relating to sustainability, climate change, energy management, carbon emissions reduction and other significant major planning initiatives.
- Represent Council at a range of meetings with customers, community and business groups, regional council colleagues and other professional peers and key external stakeholders (such as environmental groups or other levels of government)

- Act as a Council delegate and advocate on a variety of internal and external matters, providing professional advice to key stakeholders.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

### Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

### Knowledge & Experience

- High level knowledge and experience in either environmental planning, sustainability, climate change, strategic planning and project management.
- High level knowledge and experience in working within a government and political context.
- High level experience in managing a multi-disciplinary team of professionals, planners and scientists to drive high performance outcomes in time critical environments with competing stakeholder interests.
- Demonstrated experience in leading the delivery of a strategic work program, major strategies and plans including multiple complex internal and external-facing projects.
- Ability to respond to, and lead changes in direction resulting from uncertain or emergent circumstances and rapidly changing policy contexts.
- High level experience in applying relevant federal, state and local government legislation and sustainability and climate planning principles and practices.
- High level communication and presentation skills to meet the needs of a range of internal and external stakeholders.
- Strong influencing and negotiation skills to drive sustainable outcomes and achieve buy-in across the organisation, industry and within the community.

### Qualifications

- Degree qualification necessary to fulfil the position requirements.
- Current "C" Class Driver's Licence.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*