



POSITION DESCRIPTION

POSITION TITLE:	Sustainable Energy Officer				
POSITION NO:	100389	CLASSIFICATION:	Band 7		
DIVISION:	Planning and Place Making				
BRANCH:	Sustainability Unit				
REPORTS TO:	Sustainable Energy Coordinator				
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

The Sustainable Energy Officer position has a focus to apply technical expertise to ensure the Organisation and the community is at the forefront of integrated knowledge, capability and action to maximise renewable energy, drive down greenhouse gas emissions and support adapting assets to a changing climate. This role will demonstrate Council's commitment to urgent action on Climate Change and specifically, implement Council's Climate Emergency Plan commitments.

The key objectives of the role are to:

- Overall leadership optimising Council's existing buildings and plant in a wide range of building types and settings, to ensure they are operating as efficiently as possible to minimise energy use and greenhouse gas emissions, whilst having regard to service needs. This includes three aquatic / leisure centres and corresponding cogeneration systems, as well as numerous buildings with Building Management Control System's (BMCS) and smaller sites with no BMCS.

- Lead the optimisation of Council's Building Management and Control System including potential upgrades and enhancements and provide support to overall management and routine reactive demands.
- Provide expert technical advice to support new Council constructions, redevelopments and maintenance works, achieving best practice zero-carbon solutions and being appropriate for future climate and energy scenarios.
- Oversee compliance and updates to Council's ESD Buildings Policy.
- Embed and strengthen organisational engagement in Council's climate action commitments by providing expert support to other areas of Council to minimise greenhouse gas emissions
- Provide technical expertise to support our community to maximise renewable energy use and reduce greenhouse gas emissions through *innovative* local energy initiatives.
- Support research and development of innovative local energy initiatives such as neighbourhood batteries, community solar, virtual power plants and peer to peer trading.
- Develop and maintain strong working relationships and networks with key partners to enable the successful development of these innovative local energy initiatives.

ORGANISATIONAL CONTEXT

Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards which includes protecting, enhancing and developing the City's physical and social environment. A major imperative of the Organisation is an emphasis on customer service and continuous improvement.

The Sustainability Unit has the responsibility to provide organisational and community-wide leadership, vision, strategy, plans and engagement to ensure urgent action on climate change in line with Council's declaration of a Climate Emergency, our endorsed Climate Emergency Plan and net zero emissions by 2030 target.

Although the role is managed by the Sustainability Unit, the incumbent will be required to work closely with the Buildings and Asset Management team on projects, maintenance and operational matters. The close working relationship is expected to include around 50% of the time being physically co-located within the Buildings and Asset Management team, to ensure timely and effective collaboration.

In addition to fulfilling the role as Sustainable Energy Officer, the incumbent is required to pursue Branch, Divisional and Organisational goals through effective teamwork within the Branch and with colleagues in the wider Organisation by assisting, supporting, liaising and developing sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIPS

Position reports to: Sustainable Energy Coordinator

Internal Relationships: The incumbent liaises with all Council employees, including senior managers, and provides relevant professional, policy and technical advice, problem resolution and support.

External Relationships: The position is required to liaise and maintain professional relationships with Government departments, other Councils, service providers, key industry and business groups and professional bodies. Developing strong networks within our community including businesses, residents and other key bodies will be required to successfully deliver the community energy objectives of this role.

KEY RESPONSIBILITY AREAS AND DUTIES

Reducing Council's organisational greenhouse gas emissions

- Lead the management, monitoring, reporting, and optimisation of Council's existing plant and equipment. This includes optimisation using Council's Building Management Control System (BMCS) and assessing potential, and implementing if viable, Fault Detection and Diagnostics (FDD) systems.
- Provide expert technical advice to support new Council constructions, redevelopments and maintenance works, achieving best practice zero-carbon solutions and being appropriate for future climate and energy scenarios.
- Oversee compliance and updates to Council's ESD Buildings Policy.
- Provide technical and strategic advice to support the phase out of gas across Council-owned facilities.
- Where required, lead the implementation of Council-endorsed sustainable energy actions.
- Effective liaison with Buildings and Asset Management team to identify, justify and schedule capital works budgets to ensure timely delivery of sustainable energy initiatives.
- Effective liaison with Building Maintenance team to oversee identification and rectification of building and plant efficiency issues.
- Embed and strengthen organisational engagement in Council's climate action commitments by providing expert support to all relevant areas of Council to minimise greenhouse gas emissions.

Reducing community emissions

- Provide technical expertise to support research, development and delivery of innovative local energy initiatives such as (not limited to) neighbourhood batteries, community solar, virtual power plants and peer to peer trading.
- Develop strong relationships with other Councils, State and Federal Government, peak bodies and key community groups including residents, business and electrical network authorities, to develop collaborative and innovative local energy initiatives.
- Support other initiatives which drive down community greenhouse gas emissions.

Other

Undertake projects/assignments as required in the Unit, including associated research, analysis and project management and report writing.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable for supporting the activities to reduce energy use and emissions of Council, through improved utilisation of existing technologies and implementing low carbon solutions in new builds and retrofits. The position is also accountable for the ongoing maintenance and implementation of the ESD Buildings Policy. The position has the authority to progress agreed directions and actions subject to the objectives, goals and budgetary constraints for the Branch as determined by Management

The Sustainable Energy Officer is required to;

- undertake analytical and creative investigation to proactively identify opportunities to reduce energy use and greenhouse gas emissions, and collaboratively develop solutions.
- produce high quality reports for Executive Management team and other stakeholders.
- build strong networks within Council and with other Councils and external organisations and peak bodies.
- proactively manage Council plant, with freedom to using expertise to act to reduce energy and greenhouse gas emissions, supported by Sustainable Energy Coordinator.
- lead the ongoing management and implementation of the ESD Buildings Policy and provide input into the relevant policy development.
- work with and report to the Sustainable Energy Coordinator to ensure achievement of branch goals and objectives.
- ensure all works are undertaken with consultation, input and support from the Building and Asset Management team.
- Proactively develop strong relationships with external stakeholders to facilitate opportunities for innovative community energy initiatives.

SAFETY AND RISK

- Ensure actions recommended or implemented include consideration of safety and risk impacts.
- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Take prompt action to control or isolate hazards that are identified.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment. Although it is envisaged that this role would not require a Working With Children check, this may be required in the future depending on requirements of community organisations who operate within Council-owned buildings.

SUSTAINABILITY

Embrace the following Sustaining Yarra principles through day to day work.

- Protecting the Future,

- Protecting the Environment,
- Economic Viability,
- Continuous Improvement,
- Social Equity,
- Cultural Vitality,
- Community Development,
- Integrated Approach.

YARRA VALUES

Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:

- o Accountability
- o Respect
- o Courage

JUDGMENT AND DECISION MAKING

The officer will work under the general supervision of the Sustainable Energy Coordinator. Judgement, originality, creativity and technical aptitude is required in making decisions which can be complex in nature and which may relate to problems on issues which are new or not previously encountered. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.

The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation. Decisions and analysis will often require and benefit from engagement with multiple stakeholders, internal and external.

The position requires decision making based on understanding and knowledge of Council's goals and objectives as they relate to the function.

To support policy formulation and implementation, a primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

KEY COMPETENCIES

Specialist skills and knowledge:

- Specialist knowledge and experience in assessing, designing and implementing sustainable energy measures to a wide range of building types, particularly aquatic / leisure centres and office buildings, with a key focus on transitioning away from off gas.
- Demonstrated knowledge of onsite power generation systems including photo voltaic and gas-fired cogeneration systems.
- Demonstrated experience in on site energy storage systems design, management and optimisation, including emerging technologies.

- Experience in implementing, monitoring and optimising Building Management Control Systems (BMCS) and Fault Detection and Diagnostics (FDD) systems.
- Demonstrated experience and or capability, in innovative local energy initiatives such as neighbourhood batteries, community solar, virtual power plants and peer to peer trading.
- High level of knowledge of projected local impacts from climate change and how this will impact our design and usage of assets.
- Ability to engage with a wide range of internal and external stakeholders within a local government context.
- Ability to identify opportunities to improve the Organisation's energy management practices, procedures and policies and lead implementation of improvements.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Demonstrated understanding of occupational health and safety outcomes related to sustainable energy initiatives.
- Well-developed PC software skills, including advanced level of Microsoft Excel, Word and Outlook.

Management Skills:

- Demonstrated project management skills, with the ability to manage own time and prioritise work towards a set timetable and budget, within an environment of change and despite conflicting demands and pressures.
- Ability to solve problems and show initiative in resourcing, supporting and proactively responding to organisational energy and carbon emissions concerns.
- Ability to work positively and closely and productively with key stakeholders.
- High level written communication skills including formal report writing.

Interpersonal Skills:

- High level oral communication and engagement skills. This includes the understanding of working, and communicating appropriately, with internal and external stakeholders with varying levels of technical knowledge and literacy.
- Ability to work autonomously yet collaboratively, display initiative, and solve problems through collaboration, consultation and teamwork in a multidisciplinary team.
- Ability to motivate employees and gain the co-operation and assistance from a range of stakeholders in developing and implementing sustainable energy and carbon reduction initiatives.

QUALIFICATIONS AND EXPERIENCE:

- A tertiary qualification in Mechanical or Electrical Engineering or a related field, plus several years of relevant experience within a local government sustainable energy field.
- Proven passion and aptitude to work with a diverse range of buildings and stakeholders to achieve sustainable energy outcomes.
- High level of experience optimising aquatic / leisure centres, office buildings and smaller sites.
- Experience in non-gas solutions for buildings.

- Experience working with community groups and businesses in a local government context, to develop innovative local energy initiatives such as neighbourhood batteries, peer to peer trading and virtual power plants.

KEY SELECTION CRITERIA

1. Demonstrated capability to reduce organisational greenhouse gas emissions. This includes sustainable energy assessment, monitoring and optimisation and onsite energy storage and generation systems relevant to Yarra City Council's local government context.
2. Demonstrated capability to progress innovative local energy initiatives such as (and not limited to) neighbourhood batteries, community solar, virtual power plants and peer to peer trading.
3. Demonstrated experience in undertaking complex individual *sustainable-energy* investigatory tasks and using an evidence-based approach, writing strong justification reports to support implementation of best practice technology, processes or designs.
4. Proven ability to plan, prioritise and organise work to a set timetable and within an environment of change and conflicting demands.
5. Demonstrated skills in building relationships, collaboration and consultation, and the ability to communicate with networks and partnerships to navigate effectively through technical and political complexities with multiple stakeholders to achieve the objectives of this position.