**JOB DESCRIPTION**

Environmental Sustainability Officer

**ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

Uniting NSW ACT is a leader in environmental sustainability in aged care and social services organisations. It has been recognised by the NSW Government as a Gold Partner in the NSW Sustainability Advantage Program. It actively manages its carbon emissions with 25% reduction between 2010 and 2023. Uniting has a Carbon Neutrality commitment by 2040. Uniting also has 2.3MW of solar on its roofs and manages several bushland areas within its sites.

**ABOUT THE ROLE**

**Role Purpose**

This role is responsible for assisting in facilitating all capital works and operating processes across all Uniting activities, upholding environmental sustainability objectives and requirements by providing support and guidance on environmental sustainability matters to internal and external stakeholders and undertaking projects that support Uniting in its asset management, environmental, Ecological Sustainable Development (ESD) and development activities.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Environmental team within the Property and Housing Directorate through the following:

* Providing assistance in analysis of data and operational information and assisting the Manager, Environmental Sustainability to evaluate and act on the information they receive.
* Assisting in maintaining environmental management systems and ensuring relevant information is input on a consistent and regular basis.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
* Assisting in conducting specialised studies as required, providing insights into the operation of the team and the organisation.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Environmental Sustainability Officer, your role specifically will:

* Provide support and guidance on environmental sustainability matters relating to capital works and operating processes across all Uniting activities to drive continuous improvement strategies and achieve organisational objectives.
* Assist in planning and execution of projects which support Uniting in its asset management, environmental, ESD and development activities to achieve organisational sustainability objectives.
* Assist to develop and implement environmental sustainability strategy, policy and consequent processes and reporting in consultation with key stakeholders.
* Provide and / or make arrangements for the provision of training and engagement of staff and clients about sustainability initiatives.
* Provide and/or make arrangements for the provision of information and equipment necessary for staff to perform duties in a safe, effective and efficient manner consistent with the objectives of the environmental strategy.
* Research topics that support Uniting’s environmental sustainability objectives and ensure appropriate documentation is maintained.
* Assist in monitoring legal and regulatory changes, obtain expert advice, interpret, advise on and incorporate into guidelines, policies and plans.
* Monitor compliance with environmental regulations and identify potential risks/non-compliance.
* Escalate potential risks/non-compliance appropriately in consultation with Manager ,Environmental Sustainability.
* Identify opportunities for funding for environmental initiatives and prepare, submit and monitor applications.
* Represent Uniting on environmental matters at industry forums, community consultations, public meetings etc

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:** Property and Housing

**You’ll report to: Environmental Sustainability Manager**

YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Degree in environmental science or similar technical discipline.

**Experience:**

Typically this role will require 5 or more years’ experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

* You have good experience within the environmental sustainability industry and possess relevant technical expertise.
* Knowledge of carbon management and climate change risks
* Knowledge of current environmental methodologies and reporting.
* Knowledge and understanding of facilities management and construction.
* Proven knowledge and experience within the property management industry and related environmental matters including legislative requirements.
* Natural areas management experience
* Understanding of waste management strategies
* Experience with Project management, consumer engagement and environmental training also favoured.

**Even better:**

* Postgraduate qualifications in environmental management and/or sustainability.NABERS assessor qualification or energy auditing experience
* ESG reporting understanding and experience

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| **Employee Name:** | Insert employee name | **Manager’s Name:****Title** | Insert manager’s nameInsert manager’s title |
| **Date:** | Insert date | **Date:** | Insert date |
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