



# Position Description

## Project Officer, Energy Management

Division of Facilities Management

Sustainability at Charles Sturt

<b>Classification</b>	Level 7
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special conditions</b>	Nil
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	3 September 2021



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

<b>Our Students</b>	Commencing Progress Rate Student Experience
<b>Our Research</b>	Research Income Research Quality and Impact
<b>Our People</b>	All Injury Frequency Rate Engagement
<b>Our Social Responsibility</b>	Underlying Operating Result Community and Partner Sentiment



## Division of Facilities Management

### Sustainability at Charles Sturt

The Division of Facilities Management is responsible for developing and maintaining the campuses of Charles Sturt University, to provide a conducive and sustainable environment for safe living, learning, teaching and research. The Division plans, maintains, designs and constructs the buildings and environments on our campuses at Albury-Wodonga, Bathurst, Port Macquarie, Dubbo, Orange and Wagga Wagga.

Sustainability at Charles Sturt was established to be a hub of communication and coordination for the sustainability efforts of the University.

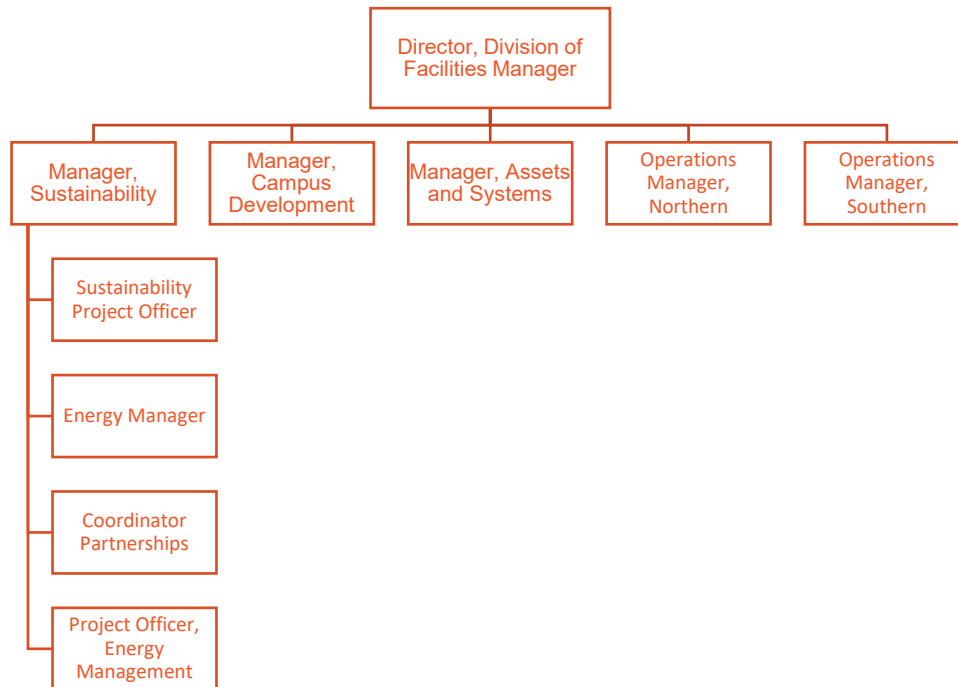
In July 2016, Charles Sturt University was recognised as Australia's first certified carbon neutral university. The University is currently working to progress a proposed Clean Energy Strategy which will drive Charles Sturt to eliminate its scope 1 and 2 emissions within a nominated timeframe.

Charles Sturt University has adopted the internationally recognised Learning in Future Environments Index (LiFE) as a structured framework, developed especially for tertiary education institutions, for engaging with staff and students across the university in discussions relating to sustainability as well as evaluating current performance and developing plans for further improvement. Further details about LiFE are available via the Sustainability website:

<https://www.csu.edu.au/sustainability/life-framework>.



## Organisational chart



## Reporting relationship

**This position reports to:** Manager, Sustainability

**This position supervises:** No permanent staff. Temporary Project Officers may report to this position as required.

## Key working relationships

- Energy Manager, Division of Facilities Management
- Procurement Manager, Division of Finance
- Division of Facilities Management, Operational Services Team
- Campus Development, Project Delivery Team
- Sustainability Project Officer, Division of Facilities Management
- Various technical consultants and service providers



## Position overview

The Project Officer - Energy Management is primarily responsible for the identification, planning, implementation and monitoring of energy and carbon reduction initiatives, that will assist the Charles Sturt to achieve its ambitions under its 2030 Clean Energy Strategy. This will initially focus on the scoping and project management of physical projects focussing on energy efficiency in the built environment. It is anticipated that in future years, the scope of the role will broaden to become more strategic with the intent of coordinating a range of prioritised initiatives covering the following themes:

- Energy efficiency
- Energy productivity
- Electrification of campuses
- Onsite renewables and energy storage
- Infrastructure to support electric vehicles

## Principal responsibilities

- Plan and coordinate the identification of technical opportunities and feasibility assessments relating to energy efficiency / carbon reduction opportunities. This includes directing campus investigations and audits that seek to identify and quantify resource efficiency opportunities and the direct supervision of consultants engaged to assist with these tasks.
- Develop a 5-year forward program of works, and associated business cases, to support the University's proposed Clean Energy Strategy
- Plan, forecast, monitor and report on the allocation of the University's capital funding allocations directed at improving energy efficiency
- Manage projects from development through to delivery phases, including preparation of project briefs, timelines, budget estimates, implementation programs, quality review processes and budget control.
- Liaise with internal / external stakeholders for project definition, design and approval, and provide regular progress updates on project implementation
- Undertake research to retain a contemporary knowledge of relevant industry developments relating to technology and commercial aspects of delivering the Clean Energy Strategy
- Support the Sustainability Project Officer with the effective roll-out of the LiFE Program by liaising with staff from across the faculties, divisions and schools about their possible roles, strategies and metrics that they can use to measure progress



## Role-specific capabilities

<b>Be business savvy</b>	Look to add commercial value in our roles, processes and ways of working.
<b>Innovative</b>	With creativity at our core, be open to new ideas and seek to find better ways.
<b>Take action</b>	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
<b>Apply expertise and technology</b>	Apply, develop and share specialist and detailed technical expertise, understanding other organisational disciplines.
<b>Write and report</b>	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
<b>Formulate strategies and concepts</b>	Work strategically, set strategies, have vision, think broadly about the organisation.
<b>Plan and organise</b>	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

## Physical capabilities

The incumbent may be required to perform the following:

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A relevant degree, with at least four years' subsequent relevant experience; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience relevant to the position.
- B. Knowledge of energy efficiency / carbon reduction principles and a demonstrated record of being able to put these principles into practice.
- C. Demonstrated experience in project management, including the preparation and interpretation of business cases, tender development, and project evaluation
- D. Demonstrated experience in effective and efficient data collection and analytics
- E. Demonstrated skills in communication and negotiation.

### Desirable

- F. Good knowledge of building services and technical aspects relating to resource efficiency.
- G. An understanding of government policies, industry standards and financing mechanisms relating to energy efficiency and carbon reduction.



