

## Senior Environment & Sustainability Specialist

### Position detail

<b>Reports to</b>	Environmental Sustainability and Climate Change Lead
<b>Classification</b>	ASA 7B
<b>Group</b>	SSEA
<b>Location</b>	Melbourne, Brisbane, Canberra, Sydney

### Organisational environment

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

### Primary purpose of position

The Senior Environment & Sustainability Specialist will deliver programs, projects and initiatives within the Environmental Management System (EMS) work plan to ensure objectives are met. You will continually improve the EMS to ensure our environmental footprint is reduced and support its application within the organisation across the entire value chain. You will support the assessment of organisational performance and build environmental management capability.

The Senior Environment & Sustainability Specialist will provide technical input in the design and maintenance of the EMS framework across all operational aspects, to ensure conformance with ISO14001 requirements. This will include assisting in the improvement and design of procedures, processes, systems and tools.

You will form an integral part of the Environment and Sustainability team, and be required to collaborate with other team members to deliver on our overall strategic objectives and ensure continuous improvement. We are a high-performing and accountable team, that contribute towards delivering Airservices' record of Safety, Environmental, WHS, Risk and Compliance excellence.

### Accountabilities and responsibilities

#### Position Specific

##### Technical

- Support the design of environmental sustainability systems, processes and tools for operability
- Support with the implementation of the Airservices Climate Change Strategy.
- Support the delivery of the Airservices Environmental Sustainability Strategy.
- Support the integration of environmental sustainability and climate change resilience into operational activities and project management.

- Facilitate and assist with carbon accounting and reporting systems and support the preparation of annual
- Maintain up-to-date knowledge of all relevant legal, regulatory and company sustainability requirements, ensuring management and staff are kept informed of any relevant changes to project requirements.
- Help to create and support a climate that encourages environmental and sustainability innovation through the business.
- Identifying and implementing opportunities to improve sustainability outcomes in both construction and operations.
- Working in collaboration with the design, procurement and construction teams and disciplines to embed sustainability into project delivery.

## **People**

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Accept and deliver on tasks, initiatives, projects, and programs from the Sustainability and Climate Change Lead (as the role relationship lead) to acquit technical accountabilities and responsibilities
- Coach and support our people in environmental subject matter expertise
- Educate and improve the capability of those accountable and responsible for Sustainability and Climate Change across the broader business.
- Assist in creating an organisational culture of environmental sustainability by embedding sustainability principles across our people for the assets we manage
- Maintain an effective working relationship with all internal stakeholders to ensure that you are productive and effective in all activities in support of organisational objectives
- Support the team with an emphasis on growth, learning and enabling others, by sharing your knowledge and using your skills
- Maintain positive and collaborative relationships with external stakeholders, including Federal government agencies, airports, aircraft owners and operators, consultants and contractors, and the general aviation industry

## **Financial**

- Assigned contracts to be managed in a financially responsible and timely manner, while maintaining positive and collaborative working relationships with internal and external stakeholders
- Provide support to ensure that all contracts embed environmental sustainability principles and sustainable procurement practices

## **Compliance, Systems and Reporting**

- Ensure compliance with all enterprise governance systems and policies, including Safety, Environmental, Work Health and Safety (WHS), Risk and Financial
- Contribute to internal and external reporting on the organisations environmental sustainability performance
- Contribute to the development of the Environmental Management System (EMS) to further sustainability principles and undertake continuous improvement across the framework

## **Safety**

- Demonstrate safety behaviours consistent with enterprise strategies, standards and procedures
- Support the safe, efficient and environmentally responsible provision of air navigation and aviation rescue fire-fighting services by keeping up to date with all issues, developments and technical matters impacting on the way you complete your duties

## **Key performance indicators**

## Efficient, Effective and Accountable

- High level of satisfaction from stakeholders as measured by feedback.
- Delivery of outcomes that meet requirements.

## Commercial

- Deliver efficiencies and safety, security and environment improvements.

## Safety

- Compliance with safety, risk, environmental and any other standards.
- Compliance with regulatory standards

## Key relationships

Effective working relationships across the business and externally will need to be established to achieve team and organisational objectives:

- Executive and Senior Leadership teams
- Safety, Security and Environment Assurance
- Other external organisations as required

## Skills, competencies and qualifications

- Bachelor degree or higher in Environmental Management or Science (or equivalent) and 5 years' industry experience, plus an inclusive 2 years' experience in the management of an EMS
- Extensive experience in setting environmental requirements to ensure compliance with legislation
- Extensive experience in raising the capability of management and staff in applying environmental requirements
- Proven experience in developing and implementing a fit for purpose ISO14001 certified (or aligned) EMS (including drafting standards and procedures)
- Demonstrated experience in the design of new processes and tools that provide automation for continuous improvement in environmental management
- Demonstrated experience to be highly regarded, in flight path design or noise management, and contaminated land
- Proven skills in Information and Communication Technologies (ICT), including experience in designing and implementing innovative technological systems and tools
- Strong written and verbal communications skills with a demonstrated ability to work effectively with external and internal stakeholders at all levels
- Strong analytical skills and attention to detail
- Demonstrated ability to prioritise and deliver work on schedule, whilst working on multiple tasks with competing priorities

## Skills

- Demonstrated experience implementing and supporting Climate Change and Sustainability programs into organisations
- Demonstrated knowledge and experience in Environmental Sustainability, particularly in relation to resource usage and or Aviation
- Demonstrated knowledge and experience in Climate Change, particularly in relation to adaptation
- Demonstrated experience in raising the capability, knowledge and engagement of management and staff with regard to Sustainability
- Demonstrated knowledge and experience in Carbon Accounting

- Ability to lead digital solutions and support introduction of automated assurance processes to enhance effectiveness and reduce risk and compliance costs.
- Ability to work iteratively and collaboratively to implement solutions that are fit for purpose.

### Competencies

- Deciding & Initiating Action
- Relating & Networking
- Formulating Strategies & Concepts
- Applied Business Thinking
- Working with People
- Adhering to Principles & Values
- Delivering Results & Meeting Customer Expectations

### Qualifications

- Tertiary qualifications in a relevant field of study are desirable.

## Performance standards and behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
  - Acting with honesty and integrity
  - Acting ethically and with care and diligence
  - Complying with all Airservices' policies and procedures, and applicable Australian laws
  - Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
  - Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.
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