



POSITION DESCRIPTION

POSITION TITLE:		Energy Data and Projects Officer			
POSITION NO:		902140	CLASSIFICATION:		Band 6
DIVISION:		Planning and Place Making			
BRANCH:		Sustainability and Strategic Transport			
UNIT:		Sustainability			
REPORTS TO:		Sustainable Energy Coordinator			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is an equal opportunity employer. We draw pride and strength from our diversity. We support flexible and accessible working arrangements and we are an inclusive employer.

POSITION OBJECTIVES

- Support the implementation and achievement of Council's Climate Action programs, plans, initiatives and targets, both organisationally and within our wider community;
- Lead the measurement and reporting of the organisation's environmental performance including Council's annual carbon neutral and climate action declarations, via effective environmental accounting methods;
- Support management of council's utility billing processes, accounts and contracts;
- Lead development, measurement and reporting of municipal-wide utility-use, activity and emissions data to inform and support climate action in our community;
- Develop and maintain productive relationships with all levels of government, key industry stakeholders, staff within the organisation and members of our community.

ORGANISATIONAL CONTEXT

Council is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment.

This position sits within the Sustainability Unit. The Sustainability and Strategic Transport Branch is part of the Planning and Place Making division. 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.

As a member of the branch, the incumbent is required to pursue branch, divisional and corporate goals through effective leadership, teamwork within the branch, with colleagues in other branches and divisions, and through developing sound working relationships with a range of internal and external stakeholders.

ORGANISATIONAL RELATIONSHIPS

Position Reports to:	Sustainable Energy Coordinator
Position Supervises:	Consultants, temporary project officers
Internal Relationships:	Liaise with a variety of staff across all levels within the organisation as required, including managers, and coordinators, project managers, and other officers.
External Relationships:	<p>Developing relationships with key community members and sectors including but not limited to, residents, businesses of all sizes, community groups, property managers, body corporates and utility network providers.</p> <p>Develop and maintain professional relationships with climate action-related staff in a range of Federal, State and local government agencies, private sector bodies, and external service providers.</p>

KEY RESPONSIBILITY AREAS AND DUTIES

Organisational focus

- Support the implementation and achievement of Council's Climate Action programs, plans, initiatives and targets. Collect, analyse and compile data to provide clear, concise and timely reports on energy and greenhouse gas related issues;
- Coordinate the collection, monitoring and reporting on the organisation's environmental performance, especially in relation to energy use and carbon emissions:
 - Oversee the input of utility billing data into relevant data management systems;
 - Assess and where justified, implement, enhancement of site-based fine resolution utility use and solar generation monitoring and management at key Council sites;
 - Review utility usage trends to assess opportunities for improvement;
 - Communicate and report on utility usage / emissions and other key data to managers and other stakeholders as required.

- Lead Council's annual carbon neutral reporting and other membership requirements including:
 - Annual certification via the Climate Active program;
 - Lead purchase of carbon offsets and develop procurement guidelines to ensure our offsets purchasing is well-managed and best practice;
 - Obligations for our membership of peak climate action bodies and initiatives such as Global Covenant of Mayors, Cities Power Partnership, Race to Zero and Better Futures Australia Declaration.
- Support management of council's utility billing processes, budgeting, accounts and contracts;
- Represent Yarra and develop and maintain productive relationships with all levels of government, key industry stakeholders, and staff within the organisation as relevant to the role.

Community focus

- Lead development, measurement and reporting of municipal-wide utility-use, activity and emissions data to inform and support climate action in our community including:
 - High-level utility use, activity and emissions profiles;
 - Improving the quality of emissions data and assumptions;
 - Developing more granular and targeted data, including technical and demographic profiling, to better understand potential for programs and focus-areas to reduce emissions and track outcomes;
 - Demonstrating innovation and leadership in community emissions measurement, analytics and reporting.
- Develop strong working relationships with our key electrical network providers (Citipower and Jemena) to gain essential information and data to support community emissions reductions research and projects;
- Lead advocacy to obtain better community data and overcome regulatory barriers inhibiting our improved tracking of community emissions and/or targeting actions in the community;
- Support the development and implementation of programs to reduce emissions from our residents, businesses and community groups;
- Using specialist knowledge, develop relationships and support businesses in Yarra to take up Carbon Neutral pledges and certification.
- Develop strong relationships and networks in the local energy space ranging from local groups, to peak bodies and State and Federal Government.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The authority and freedom to act in the position is subject to the objectives, policy guidelines and budgeting constraints for the Branch as determined by Council, Executive, government grant conditions, statutory requirements and professional services standards.

The Energy Data and Projects Officer is required to:

- work with and report to the Sustainable Energy Coordinator to ensure achievement of branch goals and objectives;
- take full responsibility for the organisation's and community data management relating to energy, emissions and activities in the context of climate action;
- provide expert, accurate and timely advice for discussions with management, that relates to climate policy, programs, plans and initiatives for the organisation and the municipality;
- creatively review the design and delivery of utility management and other environmental tools and systems, to ensure improved delivery, communications and benefits of their use;
- ensure timely and accurate support in relation to utility bill payments, contract issues and renewals and budget forecasts and analysis; and
- undertake investigatory tasks and write business cases to support implementation of innovative initiatives to reduce emissions in the organisation and the wider community.

Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

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:

- Respect
- Teamwork
- Innovation
- Sustainability
- Accountability
- Integrity

JUDGEMENT AND DECISION MAKING

- The incumbent is expected to draw upon previous experience (and qualifications) in the field of environmental data management, science, and/or engineering. Under limited supervision this position will be required to identify, and respond to issues and opportunities related to Yarra's climate action, and to influence and educate staff across the organisation to ensure the delivery of actions.
- Under limited supervision, track and evaluate utility consumption and expenditure. This includes reviewing and deciding upon appropriate procedures and techniques to use. Matters of a material nature should be brought to the attention of the Sustainable Energy Coordinator and/or the Sustainability Unit Manager.
- The incumbent is required to think creatively of opportunities to develop and improve programs, processes and initiatives and make independent judgements to further the development of these ideas. This includes undertaking required research and building networks in a proactive and strategic manner.
- Guidance and advice is usually available.

SPECIALIST KNOWLEDGE AND SKILLS

- Significant knowledge in energy, greenhouse, and environmental data management within a complex organisation and local government context;
- Demonstrated experience in using and managing utility/data management software platforms and data analysis tools;
- Experience in developing, implementing and managing projects relating to climate mitigation and environmental reporting/performance;
- Demonstrated project management skills, including supervision of technical consultants;
- High-level conceptual, analytical and problem-solving abilities;
- High level liaison and communication skills; and
- A working knowledge of local government, including the role and opportunities for local government in driving energy innovation to respond to climate change.

MANAGEMENT SKILLS

- Ability to plan, prioritise and organise work within a set timetable and an environment of change and conflicting demands;
- Ability to work collaboratively as part of a team, and solve problems through negotiation;
- Demonstrated systems and project management skills, delivering outcomes on time and within budget;
- Ability to manage own time and deadlines, work autonomously yet collaboratively, and display initiative in a multidisciplinary team;
- Ability to undertake complex investigatory tasks involving several stakeholders, and implement improvements to the environmental performance of assets, and recommend improvements to business systems procedures and techniques for utility management;
- Able to monitor the progress of key projects;

- Experience in communicating and liaising with contractors/consultants, key stakeholders, regional collaborators, councillors, staff and managers.

INTERPERSONAL SKILLS

- High level written and oral communication skills including formal report writing;
- Ability to solve problems through discussion, negotiation and teamwork;
- Proven ability to actively contribute to a multidisciplinary team and organisation;
- Highly effective skills in negotiation, collaboration and consultation to achieve objectives, including skills to work with counterparts within council and in other organisations on specialist matters relating to energy and climate change;
- Ability to creatively review the design and delivery of relevant tools and systems to ensure most effective benefits of their use; and
- Proven ability to understand, interpret and operate appropriately within the broad and long-term goals of the organisation and Council's vision in the context of the complex legal, political, financial and social environment.

QUALIFICATIONS AND EXPERIENCE

- Experience in environmental energy and carbon data management in a local government or similar context;
- Demonstrated experience and capacity in the application of environmental performance tools, data systems and accounting formats that manage operational environmental impacts;
- A demonstrated record of effective project planning and management in regard to environmental management and greenhouse gas reduction;
- Experience in implementing carbon and energy initiatives including engaging with community groups such as residents and businesses, and
- High level written skills and strong oral communication including negotiation skills, to engage with a broad range of stakeholders.

KEY SELECTION CRITERIA

- Highly developed skills in environmental data management and the use of environmental tools, data systems and/or platforms to measure and analyse organisational and community energy performance and opportunities in a local government context;
- Ability to undertake complex individual investigatory tasks and write business cases to support implementation of innovative energy initiatives;
- A deep understanding of current trends and emerging concerns in relation to environmental management, specifically energy and greenhouse;
- Demonstrated project management skills, particularly in the local energy and climate action sphere; and
- Demonstrated ability to gain the cooperation and assistance from a range of people, including staff, statutory and government personal and interest groups.