

**Environmental Sustainability Specialist**

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| **Position Detail** |  |  |  |
| **Reports To** | Environment & Sustainability Principal Advisor  | **Group** | Safety and Risk |
| **Classification** | ASA 7 | **Location** | Melbourne, Canberra, Brisbane |
| **Reports – Direct Total** | Nil |  |  |

**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 90 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 control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

**Primary Purpose of Position**

The Environmental Sustainability Specialist will oversee implementation of the environmental sustainability strategy across the entire value chain within Airservices. You will manage programs, projects and initiatives to ensure strategic objectives are met. You will improve or design processes to ensure our environmental impact is reduced, and assist in facilitating improved environmental outcomes for our customers and communities. The Environmental Sustainability Specialist will provide technical input to reduce our total environmental footprint including to deliver on the efficient management of energy, water, land, materials, and waste.

You will form an integral part of the Environment and Sustainability team in a high-performing and accountable team; and contribute towards delivering Airservices' record of Safety, Environmental, WHS, Risk and Compliance excellence.

**Accountabilities and Responsibilities**

Technical

* Be the technical expert on sustainability matters with a view to bring innovation and continuous improvement
* Manage governance mechanisms to support the implementation of strategic objectives to ensure effective progress, assist with barriers, and identify improvements
* Develop the Annual Environmental Sustainability Plan and track progress of key milestones and metrics
* Delivery of specific environmental sustainability projects on time, within budget and to agreed standards
* Design and manage work packages to reduce our environmental footprint
* Educate and collaborate with the value chain and supply chain on sustainability requirements
* Support the development of risk mitigation from the effects of Climate Change

People

* Assist in creating a culture of environmental sustainability by embedding organisation sustainability principles and capability uplift across our people for the assets we manage
* Ability to successfully influence at all levels across the organisation and produce operational efficiencies through sustainability values
* 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 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

* Provision of accurate, effective and timely technical advice, and support program managers to deliver on strategic objectives
* Progress against strategic objectives have effective oversight through assurance and reporting
* Ensure projects and programs are delivered on schedule, and in accordance with relevant standards, procedures and guidelines
* Senior Managers and Airservices staff in general, understand their contribution to the environmental sustainability strategy and engagement is increased
* Traceability measures and outcomes within the Environmental Sustainability Plan are met to deliver on strategic targets
* EMS documentation, tools and mechanisms to improve our environmental sustainability performance are designed, developed and delivered with an outcome of being fit for purpose

Commercial

* Meet budget targets
* Ensure all projects are managed in a financially responsible and timely manner

People

* Work is delivered in a collaborative manner with internal and external stakeholders to ensure continuous improvement, innovation, and effective change management
* Working with other team members to deliver continual improvement to processes
* Ensure all internal and external stakeholder engagement is carried out in a professional, courteous and collaborative manner
* Pro-actively seek and undertake training and development opportunities to improve skills, qualifications and capabilities

Safety

* Compliance with regulatory standards
* Compliance with safety, risk, environmental and any other standards

**Key Relationships**

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

* Principal Environment and Sustainability
* Senior Managers across the value chain (particularly with environmental accountabilities)
* Portfolio, Program and Project Managers
* Contract Managers
* Environmental Specialists and Advisors
* Environmental Champions and Portfolio Holders
* External contractors and consultants (as engaged)

**Skills and Competencies**

* Extensive experience in leading sustainability programs across an organisation to meet strategic objectives
* Demonstrated experience in climate change and carbon reduction
* Demonstrated experience in delivering environmental sustainability projects
* 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
* Proven stakeholder management skills in large organisations with sustainability agendas will be well regarded
* Bachelor degree or higher in Sustainability or Environmental Management (or equivalent) plus 5 years’ experience in sustainability as a technical discipline

**Performance Standards and Behaviours**

As an employee of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same.

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