

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Climate Emergency Officer			
<b>POSITION NO:</b>		100388	<b>CLASSIFICATION:</b>		Band 6
<b>DIVISION:</b>		Planning and Place Making			
<b>UNIT:</b>		Sustainability			
<b>REPORTS TO:</b>		Sustainability Unit Manager			
<b>POLICE CHECK REQUIRED:</b>	No	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

The Climate Emergency Officer position has a focus to actively assist management in the development and delivery of environmental sustainability programs across the Municipality and within the organisation, focused on action in response to the Climate Emergency.

The key objectives are to:

- Lead the design and delivery of key engagement, behaviour change, and mobilisation campaigns related to climate emergency, to increase long-term buy-in and action across the Municipality.
- Design, deliver, and/or promote climate emergency information, programs and events in Yarra, to increase awareness and action.
- Work in partnership with the community, key partners and stakeholders, supporting action on the climate emergency, and actively participate in joint sustainability projects.

- Support the delivery of staff engagement programs to increase and embed climate emergency awareness and action within the organisation.
- Investigate, prepare, and support applications for relevant grant programs to secure funds to enable delivery of climate emergency action and engagement programs.
- To support the ongoing delivery of Yarra's Climate Emergency Plan (in development).

## ORGANISATIONAL CONTEXT

Yarra City 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. A major imperative of the Organisation is an emphasis on customer service and continuous improvement.

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.

In addition to fulfilling the role as Climate Emergency Officer, the incumbent is required to pursue Branch, Divisional and Organisational goals through effective team work within the Branch and with colleagues in the wider Organisation by assisting, supporting, liaising and developing sound working relationships with a range of internal and external parties.

## ORGANISATIONAL RELATIONSHIPS

<b>Position reports to:</b>	Sustainability Unit Manager
<b>Position supervises:</b>	Consultants, temporary project officers
<b>Internal Relationships:</b>	Liaise with a variety of staff across all levels within the organisation as required, including managers, and coordinators, project managers, and other officers.
<b>External Relationships:</b>	The incumbent is required to maintain professional relationships across Federal, State and Local Government agencies; private sector bodies, external service providers, community groups, agencies, residents, and ratepayers.

## KEY RESPONSIBILITY AREAS AND DUTIES

- Design and deliver community sustainability engagement and behaviour change programs for climate emergency action across the community:
  - Develop and deliver broad community climate emergency engagement activities, providing a coordinated and strategic approach.
  - Design, deliver, and/or promote community climate emergency information, programs and events, to increase environmental awareness and action.

- Facilitate implementation of relevant elements and advancement of the Climate Emergency Plan (in development), and support development of relevant sections of Climate Emergency Plan.
- Provide support to community-led climate emergency activities in the municipality to enhance their outcomes and effectiveness.
- Monitor and evaluate the performance of climate emergency engagement and mobilisation programs.
- Investigate and prepare applications for relevant grant programs with the aim to secure funds to enable effective delivery of climate emergency action and programs.
- Support the delivery of staff engagement programs to increase and embed climate emergency awareness and action within the organisation.
- Develop and maintain productive relationships and represent Yarra City Council with all levels of government, key industry stakeholders, community groups, and with Council staff across the organisation.
- Prepare reports for Council and Executive as directed.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is accountable for working effectively across the organisation to assist management to increase long-term buy-in and action across the Municipality and within the Yarra City Council related to climate emergency, including:

- designing and arranging the key engagement, behaviour change, and mobilisation campaigns, and programs;
- education and information provision; and
- seminars and events.

The position has the authority to progress agreed directions and actions subject to the objectives, goals and budgetary constraints for the Branch as determined by Management.

The Climate Emergency Officer is required to:

- work with and report to the Sustainability Unit Manager to ensure achievement of branch goals and objectives;
- provide expert and timely advice for discussions with management, that relates to sustainability engagement for the municipality and within the organisation; and
- creatively review the design and delivery of sustainability engagement and mobilisation campaigns and initiatives to ensure effectiveness and value for effort.

## **Safety and 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**

- Demonstrate 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

## **JUDGMENT AND DECISION MAKING**

The Officer will work under the general supervision of the Unit Manager, and is expected to draw upon professional experience and expertise and to exercise judgement and adaptability, to evaluate and decide upon appropriate methods, procedures and techniques to advance agreed actions.

The Climate Emergency Officer is required to exercise professional judgement, adaptability, problem solving and conceptual skills with limited guidance.

Matters of issues changes or of a sensitive nature should be brought to the attention of Sustainability Unit Manager.

## **KEY COMPETENCIES**

### **SPECIALIST SKILLS AND KNOWLEDGE:**

- Significant knowledge and experience in developing and implementing community environmental sustainability programs and projects.
- Knowledge and experience working with the community to reduce carbon emissions and live in a climate impacted world.
- Demonstrated experience in developing engaging communications campaigns to increase environmental awareness and action.
- Significant knowledge and experience in supporting environmental sustainability improvements within a complex organisation.
- Demonstrated experience in delivering community information sessions, forums, and/or events.
- Knowledge and understanding of the local government sector and the role it plays in providing environmental sustainability programs across the community.

**MANAGEMENT SKILLS:**

- Demonstrated high-level project management skills, with the ability to manage own time and prioritise work towards a set timetable and budget, within an environment of change and conflicting demands.
- Ability to solve problems and show initiative in resourcing, supporting and proactively responding to organisational and community environmental concerns.
- Ability to work closely and productively with key stakeholders and manage partnership arrangements including budgets.
- High level written communication skills including formal report writing.

**INTERPERSONAL SKILLS:**

- High level oral communication and engagement skills, including the understanding of working with different community sectors.
- Ability to work autonomously yet collaboratively, display initiative, and solve problems through collaboration and team work in a multidisciplinary team;
- Ability to gain the co-operation and assistance from a range of people in developing and delivering environmental sustainability action programs, including council staff, community members, and stakeholders.

**QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualifications in environment/sustainability, community engagement, communications, social science or similar.
- Demonstrated experience in developing and delivering behaviour change projects, ideally for climate change related outcomes.
- Experience in managing projects to agreed timelines and budgets.
- Demonstrated experience in engaging staff to work towards more sustainable outcomes.
- A solid understanding of community engagement principles.

**KEY SELECTION CRITERIA**

1. Experience in developing and implementing community sustainability campaigns and projects.
2. Demonstrated project management skills and ability to undertake complex projects with many stakeholders.
3. Well-developed written and oral communication skills, and ability to articulate a complex message to inform and educate different audiences.
4. Understanding of current trends and emerging issues, particularly in relation to community engagement, environmental sustainability, climate emergency, and local government.
5. Ability to collate and analyse a wide range of demographic and other information to ensure an evidence-based approach to decision making and program delivery.
6. Knowledge and experience in supporting environmental sustainability improvements within a complex organisation.