

WHITEHORSE CITY COUNCIL

Position description

Job title: Sustainability Officer	
Classification: Band 6	Effective Date: July 2025
Reports to: Coordinator Environmental Sustainability	Tenure: Permanent Part-Time

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position will develop, plan and implement programs for Council's environmental sustainability strategy and other key documents and activities to achieve Council's strategic directions including sustainable climate and environmental care.

Key Responsibilities

Position Specific Responsibilities

- Contribute to the Environmental Sustainability team towards the objective of sustainable climate and environmental care.
- Respond to and address customer service requests and issues on environmental sustainability matters.
- Manage Council's Climate Response Strategy and Response Plan (as amended), including working with internal and external stakeholders to deliver key actions.
- Provide support to monitor and report on Council's Strategy targets, including to manage Council's environmental data management system that captures Council's historical utility and emissions data.
- Develop and coordinate the delivery of education programs, promotional activities and marketing strategies for environmental sustainability within the organisation and the Whitehorse municipality.
- Scope, plan and manage projects and associated contracts that deliver environmental sustainability, emissions reduction and sustainable procurement outcomes, including the preparation of specifications, concept briefs, funding submissions, project plans, staff training and evaluation, where applicable.
- Compile relevant Briefing Papers and Reports to seek resolution(s) and/or inform Executive Leadership Team (ELT) and Council on proposed and endorsed projects.
- Represent Council in groups that may include the Eastern Alliance for Greenhouse Action (EAGA) Steering Committee the Eastern Alliance for Sustainable Learning (EASL) Steering Committee, and other partnerships and networks to work collaboratively with other local Councils and stakeholders on climate response measures.
- Consider new and leading environmental sustainability practices and technological improvements, and keep informed of Federal, State, Regional, Council and relevant industry developments.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Prepare relevant project or program budgets and manage programs and projects within budget. Assist the Coordinator Environmental Sustainability in the preparation and monitoring of the budget for various projects or programs.

Staff responsibility: Supervise temporary and contract project employees as required.

Decision making: The position has the freedom to act subject to industry standards, cost guidelines and supervision. Guidance and advice is usually available within the organisation. Project solutions are based on professional and technical knowledge identified through research, investigation and analysis. The position is required to fully brief the Coordinator Environmental Sustainability of significant issues but is able to make decisions on routine and project operational matters.

Key Relationships

- Other Sustainability Officers and team members in the Environmental Sustainability team.
- Liaise with the public, contractors, project consultants, community organisations and industry personnel.
- Liaise across various departments within Council, and various staff levels from senior management to operational staff.
- Maintain professional relationships with industry consultants, regional alliances and partnerships, private sector and government organisations such as the Department of Environment, Land, Water and Planning (DELWP), Melbourne Water and various other Victorian Government agencies.

Skills and Attributes

Qualifications and experience

- Qualifications in Environmental Sustainability, Engineering, Environmental Science/Management or other relevant (similar) qualification.
- Demonstrated experience in program delivery, project management, event management and community engagement on climate response measures.
- Demonstrated experience in implementing sustainability measures and practices in the workplace, urban environment and/or the community.
- A comprehensive understanding of the principles of behaviour change programs and environmental education.

Technology

- Proficiency with the Microsoft Office suite, specifically Word, Excel and PowerPoint.

Other technical skills and experience

- Strong understanding of key environmental sustainability issues, such as climate change adaptation and mitigation.
- Good research and investigation skills.
- Experience in the delivery of environmental engagement programs, particularly those with a community focus.

Interpersonal

- Effective communication and interpersonal skills to formulate effective working relationships.
- Good presentation skills and confidence to interact with a range of key partnership organisations, bodies and individuals.
- Relevant business writing and English language skills.

Leadership/management:

- Demonstrated program and project management skills.
- Ability to work within budget framework and understanding of funding processes.
- Ability to complete projects within the defined time.
- Teamwork skills.

Key Selection Criteria

- Tertiary qualifications in Environmental Sustainability, Engineering, Environmental Science/Management or a similar field.
- Demonstrated experience in environmental sustainability with a focus on one or more of strategy development, community engagement and project management.
- Highly developed communication, problem solving and influencing skills, and well-developed report writing skills.
- Strong understanding of key environmental sustainability issues relating to Council and its community.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		None	
Hand/Arm Movement Tasks involve use of hand/arms		None	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Collating and distributing promotional material - moving items around the office	Very occasionally	
Standing Tasks involve standing in an upright position	Attending festivals, consultation events, promotional events, site inspections	Occasionally	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		None	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Site inspections – setting up festivals, consultation events or promotional activities	Occasionally	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Collating and distributing promotional material - moving items around the office	Very occasionally	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		None	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Office based work	Frequently	
Satisfactory Vision Standard of vision required equal to that required for driver's license	Using computers and reading materials	Frequently	

Any other relevant comments: