



## Position Details

<b>Position title:</b>	<b>Senior Sustainability &amp; Climate Change Officer</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	City Planning and Sustainability
<b>Division:</b>	City Development
<b>Date Approved:</b>	April 2026
<b>Approved By:</b>	Manager City Planning and Sustainability

### Organisational Relationships:

<b>Reports To:</b>	Principal Sustainability & Climate Change Officer   Head of Sustainability & Climate Change
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team, and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, and Contractors.

## Position Objectives

- To provide technical and practical advice on climate change and decarbonisation matters for Council and the community.
- To design and deliver programs that engage community members and businesses in actions to address the impacts of climate change.
- To provide a high level of professional sustainability expertise to deliver and progress Council's sustainability objectives.
- Work collaboratively with key internal and external stakeholders and build strong relationships to enable effective delivery of key sustainability strategy objectives.
- Lead project management of climate change, decarbonisation and sustainability related projects.



## Key Responsibilities and Duties

- Develop and lead the delivery of initiatives to encourage and support decarbonisation efforts by community members and businesses.
- Work with the Principal Sustainability & Climate Change Officer to design and implement the climate change and decarbonisation programs for both Council and community action.
- Develop and maintain strong relationships with other councils, Victorian Government partners, the community, and other stakeholders to progress climate change and sustainability strategy project development.
- Undertake the role of Project Manager (or project team member) to deliver multi-disciplinary climate change and sustainability projects, ensuring the agreed scope, timelines and budget constraints are met.
- Actively contribute to a positive team and organisational culture with a focus on customer service and value for the community.

## Accountability and Extent of Authority

- Provide high quality, effective, accurate and timely advice and support to internal stakeholders, Council, and the community consistent with Council and organisational objectives.
- Lead the integration and synthesis of strategy, policy and regulation and build capacity of internal staff to facilitate environmental outcomes.
- Liaise with and represent Council in community discussion about future strategic directions.
- Proactively contribute to developing improved effectiveness and efficiency in our Policy procedures and processes.

## Judgement and Decision Making

- Exercise day-to-day problem-solving skills with respect to the allocation of resources and time management.
- Exercise change leadership skills to support the organisation to embed the Sustainability Strategy.
- Exercise interpersonal and liaison skills to achieve the objectives of the position
- Investigate and assess climate change and sustainability related opportunities, challenges, and issues so as to recommend strategy directions
- Make operational and day to day decisions under limited supervision and with the capacity to act independently when required or directed.

## Specialist Skills and Knowledge

- Strong experience in strategy development, including leading strategy implementation, project management, governance management, guiding the development of strategy document/s and facilitating approval steps.



- An excellent knowledge and understanding of achieving climate change and sustainability outcomes in a local government setting.
- Practical experience in identifying, assessing, and implementing sustainability and climate change opportunities with input from key internal and external stakeholders.
- A strong understanding of the organisational goals and function of a local government environment and an ability to communicate and work towards independent organisation goals to advance sustainability objectives.

## Management Skills

- Ability to set priorities and organise, assign, and monitor work to meet the required outputs and maintain deadlines despite conflicting pressures.
- Ability to critically analyse and proactively identify key opportunities for improvement.
- Lead and participate in team-based projects, including a demonstrated ability to facilitate and participate in cross-corporate and multi-organisational projects.
- Experience in facilitating the discussion and agreement of priorities across complex governance structures.
- Ability to facilitate an organisational change process.
- Ability to manage and guide external consultants.

## Interpersonal Skills

- Strong relationship and network building capability with internal and external stakeholders.
- Highly developed oral and written skills in the communication of complex ideas and issues with a variety of audiences.
- Identify opportunities to engage internal and external stakeholders in the development and implementation of climate change and sustainability strategy/s.
- Ability to gain cooperation from both internal and external stakeholders
- Work effectively in group work with others across the organisation and with other agencies.
- Lead governance structures and senior level discussions to guide key strategy development projects.

## Qualifications and Experience

- **Academic:** Tertiary degree in a relevant area such as sustainability, climate change, social science, behaviour change or similar discipline.
- **Experience:** At least 5 years extensive experience in strategy development, climate change, environment, sustainability, or other relevant discipline(s).



## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding, and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

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## Key Selection Criteria

- Tertiary degree in sustainability, climate change, social science, behaviour change or similar discipline.



- Highly developed oral and written skills in the communication of complex ideas and issues with a variety of audiences.
- Experience in building the capacity of organisations and individuals to support them to prepare for climate change and decarbonise.
- Demonstrated experience in coordinating communication and engagement to support delivery of climate change and sustainability project/s.
- Creative and innovative mindset to develop new sustainability initiatives and drive continuous improvement
- Experience developing and maintaining strong, collaborative relationships with stakeholders and community groups
- A track record of contributing to a high performing multi-disciplinary team that is aligned, engaged, collaborative and focussed on customer service and value for the community.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*