



Position Details

Position title:	Senior Sustainability and Climate Change Officer
Award Classification:	Band 7
Department:	City Planning and Sustainability
Division:	City Growth and Development
Date Approved:	May 2025
Approved By:	Manager City Planning and Sustainability

Organisational Relationships:

Reports To:	Principal Climate Officer
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team, and Councillors
External Stakeholders:	Members of the public, residents, community groups, businesses, Victorian and Australian Government Department and Agency representatives, utility providers, Local Government representatives, alliances, consultants and contractors.

Position Objectives

- Lead effective and timely monitoring, evaluation and reporting of Council's climate change commitments, including carbon accounting.
- Support the Principal Climate Officer to design and deliver projects and initiatives that support Council to adapt to the risks of climate change.

Key Responsibilities and Duties

- Lead the monitoring, evaluation and reporting of Council's sustainability and climate change commitments.
- Facilitate an organisational change approach to embed Council's response to climate change risks.

- Identify key challenges and opportunities that support Council and the community to become resilient to climate change.
- Contribute to the wider climate change adaptation and decarbonisation work programs as required.
- Develop and maintain strong relationships with other councils, Victorian Government partners, the community, and other stakeholders to progress Council's climate change and sustainability strategy implementation.
- Work collaboratively and build strong relationships with key internal and external stakeholders to facilitate implementation of Act and Adapt.
- Deliver up-to-date and timely advice on best practice in sustainability, new innovations, technology, tools, and mechanisms that can enable Council to more effectively achieve its climate change and sustainability objectives.
- 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

- Lead the collection and synthesis of sustainability data to ensure accurate and timely reporting and work with data system professionals to ensure data system relevance.
- Provide high quality, effective, accurate and timely advice and support to internal stakeholders, Council, and the community consistent with Council and organisational objectives.
- Build capacity of staff to assess climate risk and how it relates to service delivery.
- Proactively contribute to developing improved effectiveness and efficiency in our policies 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 management skills to support the organisation to embed, deliver and report on Act and Adapt
- Exercise interpersonal and liaison skills to achieve the objectives of the position.
- Investigate and assess climate change risks to inform Council's Climate Change Risk Register and organisational response to the management and monitoring of these risks.
- 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 supporting organisations to manage climate risks
- Knowledge of methodologies and systems used for monitoring and reporting of Council's carbon emissions.

- An excellent knowledge and understanding of achieving climate change and sustainability outcomes in a local government setting.
- Practical experience identifying, assessing climate change risk and monitoring an effective organisational response.
- Ability to apply strategic thinking to the development and implementation of work programs.

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-organisational and multi-organisational projects.
- 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.
- 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 discipline such as sustainability, environmental science, climate change, or similar discipline
- **Experience:** Extensive experience in, managing climate risks and sustainability reporting including Scope 1, 2 and 3 emissions

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.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- 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*).

Key Selection Criteria

- Tertiary degree in sustainability, climate change, environmental science or similar discipline
- Experience in providing technical and practical advice on embedding climate risk considerations and reporting on emissions, including Scope 3
- Experience in building and maintaining monitoring, evaluation and reporting frameworks
- Creative and innovative mindset to develop new sustainability initiatives and drive continuous improvement



- Experience in developing and maintaining strong, collaborative relationships with key stakeholders

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.