



## Position Details

<b>Position title:</b>	<b>Head of Sustainability and Climate Change</b>
<b>Award Classification:</b>	SEO package
<b>Department:</b>	City Planning & Sustainability
<b>Division:</b>	City Growth & Development
<b>Date Approved:</b>	October 2024
<b>Approved By:</b>	Chief Executive Officer

### Organisational Relationships:

<b>Reports To:</b>	Executive Manager, City Planning & Sustainability
<b>Supervises:</b>	Sustainability & Climate Change Unit
<b>Internal Stakeholders:</b>	Council Employees, Managers, Exec Team & Councillors
<b>External Stakeholders:</b>	Residents, Members of the public, businesses, community groups, government representatives, partner Organisations and Alliances, clients, suppliers, consultants and contractors.

## Position Objectives

- Lead Council’s sustainability functions and actively contributing to environmental leadership more broadly within the organisation
- Embed a culture of professional practice and collaboration within the Sustainability and Climate Change team across the five practice areas of Integrated water management, Climate adaptation and resilience, Emissions reduction, Sustainable design and planning and Partnerships

### Key Responsibilities and Duties

- Lead the development, delivery and review of sustainability and climate change services, projects, strategies and initiatives, to maximise the positive impact of these on our natural environment and provide assurance these are being delivered efficiently and effectively for rate payers



- Provide sustainability and climate change leadership to the organisation and work collegiately to deliver on Council's key priorities and integrate sustainability into work practices across the organisation
- Drive innovative and strategic responses to climate change in Council's own operations and partnerships with our community
- Lead the delivery of effective communications, engagement and partnerships with our community to promote sustainable practices and support the community to minimise their environmental impact
- Ensure that legislative and regulatory obligations that relate to functional responsibilities are met, including those in the Local Government Act 2020, Climate Change Act 2017, Planning and Environment Act 1987, Marine and Coastal Act (2018) and related legislation
- Develop and maintain relationships with external stakeholders and networks including other local government representatives, Victorian and Federal Governments, and community organisations to support delivery of the Council Plan and other Council policies and strategies
- Provide strategic and timely advice to Council and the Executive
- Drive the delivery of a team culture focused on value for rate payers and customer service

## Accountability and Extent of Authority

- High quality and timely delivery of sustainability and climate change services, projects, strategies and initiatives under the Council Plan and Act & Adapt Strategy
- Lead the Sustainability and climate change team and drive a positive team culture aligned to organisational objectives
- Provision of sustainability and climate change thought leadership across the organisation and drive outcomes that contribute to attaining Council and organisational goals
- Delivery of high quality and timely professional advice and services to internal and external stakeholders including the community and Councillors, including the production of Council reports and Councillor briefings
- Monitor and report on outcomes against the Council Plan and Act & Adapt, Sustainable Environment Strategy

## Judgement and Decision Making

- Ability to make decisions and provide advice based on professional knowledge and experience with minimal oversight, having regard to approved policies and procedures and in accordance with delegated authority, budget and organisation objectives
- Ability to use initiative and analytical and problem-solving skills to drive innovative and strategic responses in a highly varied and complex environment



- Ability to identify, communicate and manage sustainability and climate change related risks having regard to Council's legislative responsibilities
- Demonstrated skills and political acumen in dealing with Councillors and delivering advice in public forums
- A strong understanding of Local Government operations and processes

## Management Skills

- Experience in managing and leading a team to deliver sustainability and climate change or related outcomes in a mid-sized to large organisation
- Ability to prepare, monitor and report on allocated budgets (project and operational), with expenditure of budget within agreed parameters
- Ability to cope with uncertainty and display agility and flexibility in response to dynamic situations
- Initiate change in conjunction with management to deliver service improvements and outcomes
- Demonstrated leadership skills and the ability to inspire staff to achieve agreed goals
- Ensure that staff members are clear about their specific duties and the standards expected of them in the performance of those duties, including through the development of performance plans
- Ability to organise and oversee consultant contracts and outputs

## Interpersonal Skills

- Strong interpersonal, negotiation, persuasion, written communication and presentation skills including the demonstrated ability to communicate complex issues and ideas to a variety of audiences in a busy, complex and political environment.
- A proven ability to work collaboratively and effectively across the organisation with CEO, General Managers, Managers, Coordinators and Officers to achieve organisational outcomes and Council objectives.
- Ability to liaise effectively with external stakeholders and networks including other local government representatives, funding bodies, and community forums with respect to sustainability and climate change issues and to progress the delivery of key strategic outcomes.

## Qualifications and Experience

- **Academic:** Tertiary qualification in Environmental Sustainability, Climate Change or related field. Post graduate qualifications in a related field will be highly regarded.



- **Experience:** Significant experience in Sustainability, Climate Change or related field including in management.

## 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).



## Key Selection Criteria

- Demonstrated leadership and management experience of similar functions in a mid- sized to large organisation, with a track record of building high performing multi- disciplinary teams that are aligned, engaged and collaborative, leading cultural change, while also contributing to broader departmental leadership and culture
- Proven experience effectively managing complex issues within a highly political and complex environment
- Demonstrated thought leadership in the innovative use of the levers Council has at its disposal to support environmental sustainability and action on climate change
- Analytical and lateral thinking skills and the ability to take the initiative, drive change and implement innovations
- Demonstrated ability to develop, manage and maintain team operational plans and associated budgetary and financial management requirements
- Demonstrated ability to ensure that projects are developed, delivered and executed to meet quality, time and budget outcomes
- Financial and business acumen, with a proven ability to maximise the organisational and community benefit derived from scarce financial and other resources
- Strong interpersonal, negotiation, persuasion, written communication and presentation skills including the demonstrated ability to communicate complex issues and ideas to a variety of audiences in a busy, complex and political environment

*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.*