



Position Details

Position title:	Sustainability Officer
Award Classification:	Band 6
Department:	City Planning and Sustainability
Division:	City Growth and Culture
Date Approved:	September 2024
Approved By:	Manager City Planning and Sustainability

Organisational Relationships:

Reports To:	Senior Sustainability and Climate Change Officer
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and contractors.

Position Objectives

- Support the delivery of the electric vehicle (EV) charging model project
- Provide a professional sustainability expertise and work collaboratively with key internal stakeholders to deliver Council's sustainability objectives and to embed the project within the organisation.
- Develop and maintain external partnerships to improve sustainability outcomes, with a focus on electric vehicle charging.

Key Responsibilities and Duties

- Support the Senior Sustainability and Climate Change Officer to lead the timely delivery of Private EV charging model.



- Deliver up-to-date and timely advice on best practice, new innovations and technologies for charging, and legislative or planning requirements that can enable Council to more effectively achieve its EV charging commitments.
- Provide support across the organisation to achieve sustainability and climate change outcomes in Council's service delivery, projects and long-term planning in relation to EV charging.
- Maintain relationships with other councils, Victorian Government partners, the community, and other stakeholders to progress EV charging objectives.
- Undertake the role of project lead (or project team member) to deliver the private EV charging project.
- Actively contribute to a culture of professional practice focused on customer service and value for the community.

Accountability and Extent of Authority

- This position has no accountability for supervision of other staff.
- Provide high quality, effective, accurate and timely specialist advice and support internal stakeholders, Council and the community consistent with Council objectives and project guidelines.
- Work collaboratively across the organisation to deliver the private EV charging project and its objectives.
- Liaise with and represent Council in community and special interest or organisational forums
- Proactively contribute to developing improved effectiveness and efficiency in our procedures and processes

Judgement and Decision Making

- Make operational and day to day decisions to support EV charging initiatives in conjunction with the Senior Sustainability & Climate Change Officer, with the capacity to act independently when required where guidance is usually available.
- Exercise day-to-day problem-solving skills with respect to the allocation of resources and time management.
- Exercise interpersonal and liaison skills to achieve the objectives of the position.

Specialist Skills and Knowledge

- A sound understanding of the goals and function of the organisation and an ability to communicate and work towards whole of organisation goals to advance EV charging objectives.



- Excellent knowledge and understanding of EV charging technologies and ability to assess associated risks and opportunities.
- Ability to analyse government strategy/ policy to identify opportunities to implement private EV charging.

Management Skills

- Ability to manage own time, set priorities plan and organise own work to meet the required outputs and maintain deadlines.
- Ability to critically analyse and proactively identify key risks / challenges and opportunities related to EV charging.
- Participate in team-based projects, including cross-organisational and multi-disciplinary projects.
- Ability to manage and guide external stakeholders such as consultants, legal.

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 collaboration with others across the organisation and with other agencies.

Qualifications and Experience

- Academic: Tertiary Degree in sustainability, engineering, or similar with some relevant experience or lesser formal qualifications with substantial experience in sustainability, transport engineering or related discipline.
- Excellent project management skills

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

- Tertiary degree in relevant discipline including sustainability, engineering, transport, infrastructure/ asset maintenance.
- Experience in sustainability, energy, transport or related fields.
- Well developed oral and written skills with the ability to communicate complex ideas and issues with a variety of audiences.



- Experience developing and maintaining strong collaborative relationships with stakeholders and community members.
- Experience in facilitating cross-functional teams and engaging external stakeholders to resolve issues and achieve desired project outcomes.
- Demonstrated experience in project management and developing project guidelines/ protocols for project delivery.
- 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.