

Position:	Climate Resilience Officer
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 6
Division:	Placemaking and Environment
Unit:	Climate Action
Date Reviewed:	July 2024
Approved By:	General Manager Placemaking and Environment
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

POSITION OBJECTIVES

Surf Coast Shire Council has declared a climate emergency, committing to strong action on climate change.

The Climate Resilience Officer will be a changemaker, playing a key role in driving organisational change through collaboration to adapt to the changing climate, drive better environmental performance and help our community and environment to thrive.

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ORGANISATIONAL RELATIONSHIPS

Reports to: Climate Action Coordinator

Supervises: Nil

Internal Relationships: All employees and Councillors

External Relationships: Community groups, environmental advocacy groups, local businesses, other municipalities, Greenhouse and Climate Alliances, State and Federal Government Agencies, Traditional Owner groups, Municipal Association of Victoria, local government industry groups, contractors and the general public.

KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p>Climate Resilience and Climate Change Adaptation</p> <p>Assist the Climate Action unit with the delivery of Council's Climate Emergency Response Plan and environmental leadership objectives.</p> <p>Project manage initiatives to build Council's organisational capacity to adapt to the changing climate and build climate resilience across the Surf Coast Shire.</p> <p>Facilitate the integration of climate resilience considerations and climate change adaptation into Council activities including programs, projects and policies.</p> <p>Support organisational systems change to drive climate resilience across the organisation and municipality with effective relationship building and collaboration.</p> <p>Track, monitor and report on Council's climate risk and adaptation work and outcomes, including annual adaptive capacity assessments and management of climate risk data.</p> <p>Act as a subject matter expert providing technical advice on climate related aspects of Council projects.</p> <p>Engage and manage consultancies and contractors as necessary for specialist studies, data management, and on-ground works.</p> <p>Work with external agencies and stakeholders to ensure alignment with regional, State and Federal initiatives and requirements.</p> <p>Maintain awareness of resilience, climate change and natural hazard risk management issues and proactively identify priorities.</p> <p>Promote Council and community challenges and achievements in regards to climate change.</p> <p>Assist with research to inform climate emergency response activities.</p> <p>Be a champion for the environment.</p>	<p>Assistance is provided within agreed timeframes and to a high standard to support the delivery of Council's Climate Emergency Response Plan and environmental leadership objectives.</p> <p>Organisational adaptive capacity is assessed annually.</p> <p>Integration of climate adaptation into policies, projects, services and Infrastructure.</p> <p>Positive and productive relationships are maintained with key internal stakeholders to support systemic integration of climate resilience in Council's processes and projects.</p> <p>Data is managed effectively to enable and support decision making.</p> <p>Data is managed effectively to report on Council's environmental performance.</p> <p>Technical advice related to climate change is provided on Council projects.</p> <p>The positive environmental and social impacts delivered through our climate programs are promoted and celebrated.</p> <p>Research results are compiled and summarised in a timely manner and the results filed in relevant TRIM folder.</p>
<p>Environmental Management System</p> <p>Support the development and administration of Council's Environmental Management System, including working with key internal areas as well as monitoring and reporting.</p> <p>Provide assistance to the Manager Environment and Sustainability on the implementation of Council's Environmental Management System as required.</p>	<p>An EMS is developed and endorsed by EMT and Council.</p> <p>Significant policy changes that may affect the EMS are identified and reported to the Manager.</p> <p>Key internal stakeholders are aware of the EMS and their responsibilities.</p> <p>Reporting on the implementation of Council's Environmental Management System is completed in a</p>

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Position description

Financial management

Monitor and report on project/program budgets as required.

Assist in the development of Council budget submissions as required.

Investigate, prepare, and support applications for relevant grant programs to secure funds to enable delivery of climate actions.

General responsibilities

Perform other duties and responsibilities reasonably within the capabilities of the position.

Retain a current driver's licence.

Risk Management and Workplace Health & Safety

Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.

Participate in the consultative processes provided by the organisation.

Fraud and Corruption

Ensure Council's Fraud & Corruption policy, program and the application of sound fraud & corruption management practices within the workplace and community are observed and complied with at all times.

Maintain awareness and keep updated with relevant training around fraud and corruption to ensure all staff meet the obligations of their role and fulfil their responsibilities in relation to fraud and corruption.

Participate in Fraud & Corruption training provided by

timely manner.

Project income and expenditure is consistent with approved project budget and any variances are raised with the Coordinator.

Budgets developed for funding applications in accordance with grant guidelines and within specified timeframes.

Complete additional tasks as requested by the Coordinator Climate Action or Manager Environment and Sustainability.

Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.

Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.

Potential breaches and incidents are reported in a timely manner using the correct channels of communication.

Work practices are conducted in line with Council's Fraud & Corruption policy.

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Position description

the organisation.

Record Keeping

Understanding records management obligations and responsibilities.

Making and keeping accurate and complete records of business activities and decision making.

Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

Ensuring the quality and accuracy of the data used or entered on Council databases and systems.

Position description

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Planning of work, allocation of resources, the application of professional knowledge and the use of initiative are all seen as being within the extent of the authority.
- Accountability and freedom to act is set by broad goals established through the development of key performance measures, Unit plans, budgets and compliance with organisational policies, external regulations and legislation. This is done within the framework of reviews to ensure conformity with agreed goals and a regular reporting mechanism to assure adherence to budgets and other key measures.
- Periodically, reports on strategic and key operational matters are required to the Manager, Executive Management Team and Council.
- Achievement of agreed, specific performance objectives and outcomes for the position.

JUDGEMENT AND DECISION MAKING

- Make decisions on all matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Exercise professional judgement, adaptability, problem solving and conceptual skills with limited guidance.
- Guidance and advice is usually available.
- Decisions of a non-routine or politically sensitive nature must be referred to the Coordinator Climate Action.
- Actions must be within the parameters of legislation and regulation as applies to local government.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated knowledge of environmental sustainability and climate change issues and action at local, state and federal government levels.
- Demonstrated knowledge of and experience in climate change, climate resilience and adaptation and environmental management.
- Proven ability to drive systemic change for positive outcomes within a large, complex organisation.
- Demonstrated ability to influence and gain cooperation from a diverse range of people, including staff, community groups, government personal and community groups
- Demonstrated experience in data management for driving decision making, tracking and reporting on environmental performance.
- Exceptional written and oral communication skills.
- Understanding of the climate emergency movement and strategy.
- Highly developed project management skills and experience in working with diverse stakeholders.
- Demonstrated experience in research, analysis and preparation of written reports, submissions and briefing materials.
- Highly developed computer skills.
- Understanding of long term unit goals and policies of the unit and wider organisation.

MANAGEMENT SKILLS

- Ability to manage a number of projects simultaneously to meet agreed outcomes with limited resources.
- Ability to maintain confidentiality where necessary.
- Ability to resolve or assist in the resolution of issues.
- Adequate computer skills to manage Council's systems.
- Ability to achieve specific objectives within available resources and timetable.
- Ability to effectively plan, prioritise and manage own time to achieve targets within set timeframe.
- Ability to work under pressure and meet deadlines.

INTERPERSONAL SKILLS

- Excellent interpersonal skills with the ability to liaise with and gain cooperation of all levels of management, staff and community.
- Excellent personal communication, written communication and public relations skills.
- Ability to engender the trust of management, staff, clients and the general public.
- Ability to work within and contribute positively to a team.

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EQUAL OPPORTUNITY STATEMENT

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

CHILD SAFE STANDARDS

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

KEY SELECTION CRITERIA

MANDATORY QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in environmental sustainability/science, or related field, or demonstrated equivalent competencies gained through experience in these areas or related fields.
- Awareness of the roles, responsibilities and issues relating to Local Government in the area of climate change, climate resilience and adaptation, and environmental management.
- Proven ability to drive systemic change for positive outcomes within a large, complex organisation.
- Demonstrated ability to influence and gain cooperation from a diverse range of people, including staff, community groups, government personnel and community groups.
- Exceptional written and oral communication skills including an ability to establish and maintain strong relationships.
- Highly developed project management skills, including the ability to develop and deliver successful collaborative and interdisciplinary projects.

OTHER MANDATORY REQUIREMENTS

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council).
A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience in undertaking climate risk assessments and developing and implementing climate adaptation responses.
- Experience in Local Government

OUR APPROACH

Position description

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.