

Position Description (Employee)

Senior Sustainability Strategist

Division	Strategic Development & Engagement
Business Unit	Sustainability & Resilience
Grade/Band	Band 8
Date position description approved	18 May 2022

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious *Sustainable Sydney 2030 – 2050 Continuing the Vision* – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

To identify strategic environmental risks and opportunities relevant to the City of Sydney and develop appropriate organisational and community responses, including strategic documents, projects, partnerships and programs.

To establish and manage strategic internal and external stakeholder relationships, and organisational processes to support the delivery of the environmental goals of *Sustainable Sydney 2030 – 2050 Continuing the Vision*.

Key accountabilities

- Review and update the Environmental Strategy and other strategic documents to ensure they respond to the current strategic risks and opportunities.

- Coordinate the implementation of the Environmental Strategy and other strategic documents, engaging multiple business units across the organisation that are responsible for delivery.
- Manage major environmental sustainability projects through project design, implementation, completion and evaluation phases to address the key environmental issues identified in the Environmental Strategy.
- Coordinate the running of the City's internal environmental governance framework.
- Develop and implement initiatives to strengthen the City's approach to climate equity, resilience and embedding sustainability in organisational processes.
- Collaborate with other strategy functions in the City to ensure coordinated and integrated response to risks and opportunities.
- Engage with operational teams to understand issues, provide advice and strengthen the ability of those teams to deliver on strategic objectives identified in the Environmental Strategy and *Sustainable Sydney 2030 – 2050 Continuing the Vision*.
- Provide quality advice on environmental matters to colleagues, the Executive, the Lord Mayor, Councillors and service Council's Committees as required.
- Define and establish effective strategic relationships and linkages with external stakeholders including the business and residential community; the State and Australian Governments; other local government authorities; non-government organisations; and other identified stakeholders, industry specialists and peak bodies.
- Negotiate, balance and mediate on competing priorities and approaches of all of the above stakeholders and to develop policy, strategy and projects that are responsive to the needs of all stakeholders.
- Prepare individual project briefs and tender specifications, engage and monitor progress and the performance of project consultants, contractors and fixed term staff and negotiate effectively to achieve project outcomes.
- Represent the City at relevant agency, precinct and public meetings, professional meetings, conferences, seminars and workshops as required.
- Flexibly respond to organisational requirements for urgent work and for work related political matters.
- Regularly consult with the Executive Manager Sustainability & Resilience on matters likely to affect the work of the individual / team / section or unit.

Key challenges

- Keeping abreast of internal and external changes to ensure that the City's environmental strategies are responsive to the changing context.
- Supporting the effective implementation of environmental strategies
- Establishing and maintaining effective partnerships with multiple stakeholders and consulting effectively to drive strategic objectives.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making

Who	Why
	<ul style="list-style-type: none"> Identify emerging issues/risks and their implications and propose solutions
Delivery teams: Including Sustainability Programs, Properties Sustainability, City Greening & Leisure and Strategic Planning & Urban Design	<ul style="list-style-type: none"> Guide, support, coach and mentor team members Lead discussions and decisions regarding key projects and deliverables Facilitate collaboration between teams to develop initiatives to achieve objectives and support progress towards environmental targets.
Other Business Units	<ul style="list-style-type: none"> Provide expert advice on environmental matters to projects and programs Optimise engagement to achieve defined outcomes Manage expectations and resolve issues
External	
Stakeholders (State government, local government and industry stakeholders in the sustainability and built environment sectors)	<ul style="list-style-type: none"> Identify opportunities to collaborate to deliver outcomes aligned with <i>Sustainable Sydney 2030 – 2050 Continuing the Vision</i> Manage expectations and resolve issues
Consultants	<ul style="list-style-type: none"> Communicate needs, facilitate routine business transactions and resolve issues Negotiate and approve contracts and service agreements Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

- The position entails responsibilities for interpreting, negotiating and resolving environmental sustainability related problems and requires strong analytical ability and the ability to provide evidence based advice.
- Matters which have significant material effect, or which impact on the policy or strategic direction of the organisation would be developed and discussed with the Sustainability Director.
- The Senior Sustainability Strategist has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

Reports to

Executive Manager Sustainability & Resilience

Number of direct reports

Interns, as required

Number of indirect reports

The incumbent will be responsible for managing contractors as required.

Essential Knowledge, Skills & Experience

- Tertiary qualification in Environmental Management, Engineering or Science or other related field.
- Significant knowledge and experience in dealing with strategic environmental sustainability issues in an urban setting.
- Proven experience in the design, implementation and assessment of environmental sustainability strategies, delivery frameworks and programs.
- Demonstrated ability to prepare reports, submissions and high level briefings on complex environmental sustainability issues and strategies.
- Demonstrated high level of networking, influencing, and negotiation skills.
- Demonstrated ability in developing and maintaining stakeholder relationships that resulted in high quality and timely outcomes.
- Proven experience in preparing tender briefs, and managing consultant and/or contractor service providers to deliver high quality, timely outcomes.
- Highly developed oral and written communication skills.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Adept
	Demonstrate Accountability	Adept
	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
Relationships	Work Collaboratively	Advanced
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	Influence and Negotiate	Advanced
Results	Deliver Quality Results	Advanced
	Create and Innovate	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
Resources	Finance	Intermediate
	Technology and Information	Adept
	Assets and Tools	Adept
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.