

# COORDINATOR, CLIMATE CHANGE

## POSITION DESCRIPTION

Position Title:	Coordinator, Climate Change
Responsible To:	Team Leader, Low Carbon & Circular Economy
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 5

### Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrate our environment leadership now and into the future.

### Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

### Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy & Sustainability Program City of Adelaide (CoA) staff members across all Portfolios, Programs and Corporate Teams
External	State Government departments, in particular the Department of Environment and Water and the Department for Energy and Mining Key organisations/businesses, including Sustainability Collective distribution list Higher education and research institutions Industry peak bodies e.g. Business SA, Property Council, Energy Efficiency Council of Australia, Green Building Council of Australia Non-government organisations relating to sustainability and climate change City of Adelaide property owners and residents Community

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## Primary Purpose

As part of the Park Lands, Policy & Sustainability Program, within the Low Carbon & Circular Economy Team, the Coordinator, Climate Change will support the delivery of strategic climate change projects, particularly the City of Adelaide's (CoA) Sustainability Incentives Scheme, Sustainability Collective distribution list, the development of climate change policy, and CoA community and corporate greenhouse gas inventories.

The role will provide advice to internal and external stakeholders in the areas of climate change policy and greenhouse gas inventory reporting, as well as contribute to the development and maintenance of partnerships to meet CoA's strategic emissions reduction and carbon neutrality objectives. The role has primary responsibility for the design and development of external facing communication strategies for the Low Carbon and Circular Economy Team.

## Responsibilities

The Coordinator, Climate Change is responsible for;

- Coordinating and supporting the delivery of the Sustainability Incentives Scheme and Energy and Resource Recovery Assessments, including application processing and recommendations, marketing and communications, Smarty Grants integration and customer liaison, which supports the community in implementing changes to reduce carbon emissions.
- Supporting the administration of the CoA community and operational greenhouse gas inventories, including data collection, collation, calculation and reporting.
- Assisting the Low Carbon & Circular Economy Team in providing advice and support to the City community on relevant areas of climate change policy and greenhouse gas emissions reporting.
- Participating in the delivery of strategic policy and projects, including liaising directly with stakeholders and project partners, and providing information to these stakeholders and partners.
- Development and delivery of community-facing work and initiatives including Sustainability Collective communications, website content, community engagement events and forums, and customer response coordination.
- Assisting with the implementation of sustainability strategies, policies, procedures and guidelines that align with best practices and emerging sustainability standards in local government.
- Supporting the Low Carbon & Circular Economy Team in preparing research, advice and reports in relation to environmental sustainability broadly, and greenhouse gas accounting, climate change and emissions reduction specifically, to inform the development of policy and projects.
- Supporting the Low Carbon and Circular Economy Team to deliver a net zero pathway for the organisation.
- Contributing to the development of Council reports, briefings or workshops, and drafting Council E-News communications.
- Supporting the development and implementation of marketing and communications resources for the Low Carbon & Circular Economy Team including an annual schedule of communications and monitoring and reporting on communication effectiveness, providing recommendations for improvement.
- Developing and maintaining relationships with internal, government and non-government stakeholders and the community.
- Providing project administrative support to the Low Carbon & Circular Economy Team including invoicing.

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- Ensuring customer service is delivered in a manner which upholds the Council's Customer Service Standards.

### Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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## Position Criteria

<b>Qualifications</b>	A tertiary qualification in Science, Engineering, Environmental Management, or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Knowledge of environmental policy and planning in one or more of the following: sustainability in the built environment, climate change mitigation, energy and water management.</p> <p>Demonstrated experience collecting, collating and calculating data.</p> <p>Demonstrated attention to detail in report writing and data handling.</p> <p>Knowledge of and experience in contemporary engagement techniques/processes for sustainability planning and implementation.</p> <p>Experience in database management to inform the development of environmental sustainability policy, plans, advice and resources.</p> <p>Experience in the provision of advice to the community on environmental sustainability and/or climate change issues.</p> <p>Demonstrated experience and ability to use Microsoft Office, particularly Excel, and technology applications to manage data.</p>	<b>Essential</b>
<b>Project Management</b>	Project management skills which underpin the timely development of, and assisting in the development of, strategies, projects and programs and assist in cross functional collaboration.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	<p>Ability to seek improvement and innovation in the delivery of sustainability outcomes.</p> <p>Demonstrated ability to prioritise and be flexible when responding to changing priorities and demands.</p>	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	<p>Ability to analyse complex, politically sensitive information and formulate measured responses.</p> <p>Proven ability to prioritise and be flexible when responding to changing priorities and demands.</p> <p>Ability to exercise problem solving skills and be solutions focussed.</p> <p>Proven initiative and self-discipline with the ability to make decisions relevant to position.</p>	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	A commitment to internal and external customers demonstrated through the provision of timely, reliable information.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Ability to build and maintain positive relationships and work collaboratively with a broad range of internal and external stakeholders, both verbally and in writing.</p> <p>Demonstrated experience in report writing for internal communication and advice.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>A high level of time management skills.</p> <p>Experience in providing administrative support to the delivery of projects.</p> <p>Understanding of practices, procedures and outcomes required from a records management system.</p>	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

### Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

#### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



#### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



#### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



#### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



#### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

The below table summarises the physical demands of this role.

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.