

PRINCIPAL CLIMATE CHANGE ADVISOR

POSITION DESCRIPTION

Position Title:	Principal Climate Change Advisor
Responsible To:	Team Leader, Low Carbon & Circular Economy
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 8

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 demonstrates our environmental 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	<p>Employees across the Park Lands, Policy & Sustainability Program</p> <p>City of Adelaide (CoA) employees across all Portfolios and Programs</p>
External	<p>Key organisations/businesses e.g. CDP, Global Covenant of Mayors for Climate and Energy, Carbon Neutral Cities Alliance, ICLEI</p> <p>Federal Government – Department of Industry, Science, Energy and Resources</p> <p>State Government departments, in particular the Department for Environment and Water, the Department of the Premier and Cabinet, and the Department for Infrastructure and Transport</p> <p>Utility companies e.g. SA Water, SA Power Networks, APA, etc</p> <p>Industry peak bodies</p> <p>Higher education and research institutions</p> <p>Community</p> <p>Consultants and contractors</p>

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Primary Purpose

As part of the Sustainability Program the Principal Climate Change Advisor will:

- Deliver the CoA community (bi-annual) and operational (annual) greenhouse gas inventories and meet international, state and local reporting obligations, including Global Covenant of Mayors for Climate and Energy, CDP, and the Carbon Neutral Cities Alliance.
- Deliver projects and provide strategic advice on initiatives aligned with the implementation of the City of Adelaide's objectives, strategies, and policies for climate change.
- Play a key role in the development of partnerships within Council, with government agencies and with the private sector for climate change action and reporting.
- Lead the delivery of greenhouse gas mitigation strategy, policy and projects.

Responsibilities

The Principal Climate Change Advisor is responsible for:

- Leading the delivery of the City of Adelaide's community and corporate greenhouse gas inventories.
- Providing expert technical and strategic advice and project delivery to Council, senior management and Corporate Programs on the CoA greenhouse gas community and corporate inventories and emissions reduction strategy and policy, including emissions reduction targets and methodologies.
- Developing and implementing initiatives which build the capacity of the CoA to understand, manage, monitor and communicate greenhouse gas emissions and environmental performance; and support integration into operational, financial and strategic decision-making.
- Managing the project delivery of climate strategy, policy, projects and programs.
- Leading the development of partnerships with government and non-government stakeholders and representing the CoA at national, state and local external working group, committees and forums.
- Preparing Council reports, briefings or workshops and providing strategic support within the Program for this function.
- Undertaking research and keeping up to date on trends in policy, practice or technology in relevant areas of climate change policy.
- Providing expert analysis and advocacy advice to support the development of CoA policy related to international, Commonwealth, State and Local Government climate change mitigation issues, directions and programs.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.



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Position Criteria

Qualifications	A tertiary qualification in Environmental Management/Science, Carbon Management/Accounting, Sustainability or related field and / or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Highly developed communication and negotiation skills in order to work effectively across the organisation, with senior management and external agencies.	Essential
Financial Skills & Acumen	<p>Demonstrated ability to develop business cases and financing mechanisms to support delivery of climate and emissions reduction projects.</p> <p>Demonstrated ability to read and understand standard financial realities and reporting, including budgeting, profit & loss, cost benefit analysis and forecasting / projections.</p>	Essential
Technical Knowledge & Experience	Extensive experience with leading, developing and reporting greenhouse gas inventories.	Essential
	<p>Substantial experience with the development and implementation of environmental policy and/or project delivery in sustainability and climate change policy (adaptation and mitigation).</p> <p>Substantial experience in working collaboratively in large organisations to deliver project outcomes in the field of environmental management and sustainability within an urban environment.</p> <p>Thorough understanding of environmental sustainability and climate change issues relevant to Capital Cities and the relevant policy directions of the South Australian and Australian governments.</p> <p>Working knowledge of Climate Active Carbon Neutral Standard and the Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories.</p> <p>Knowledge of Australian Greenhouse Gas Inventory and Australian National Greenhouse Accounts including relationship to international obligations under the United Nations Framework Convention on Climate Change and the second Kyoto Protocol Commitment period.</p> <p>Thorough understanding of and experience in contemporary engagement techniques / processes for sustainability planning and implementation, especially within the context of local government.</p>	Desirable
Project Management	Highly developed project management skills which underpin the timely development and delivery of strategies, projects and programs and assist in cross functional collaboration.	Essential
Innovation & Initiative	Substantial experience in seeking continuous improvement and showing innovation and initiative in the delivery of carbon neutrality/climate change outcomes.	Essential



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<p>Resource Management & Decision Making</p>	<p>Substantial ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.</p> <p>Demonstrated ability to exercise significant judgement and initiative to identify issues with organisational implications and determine solutions to complex problems where they may not be an organisational precedent.</p> <p>Ability to make decisions without reference to more senior personnel.</p>	<p>Essential</p>
<p>Professional Development</p>	<p>A commitment to ongoing professional development and continuous learning.</p>	<p>Essential</p>
<p>Customer Commitment & Integrity</p>	<p>A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters relating to greenhouse gas accounting, carbon neutrality and climate change policy.</p>	<p>Essential</p>
<p>Collaboration & Communication</p>	<p>Significant ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>The ability to build and maintain productive cross program relationships and understand political implications and various decision paths before acting on issues.</p> <p>Demonstrated experience in preparing high quality written reports for internal communication and advice.</p>	<p>Essential</p>
<p>Administrative Skills</p>	<p>A high level of organisational and time management skills.</p> <p>A thorough understanding of practices, procedures and outcomes required of a records management system.</p> <p>An awareness of Occupational Health Safety & Welfare issues, standards and actions in the workplace.</p>	<p>Essential</p>
<p>Government Experience</p>	<p>Experience working in a government environment.</p>	<p>Desirable</p>








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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.

	<p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	<p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	<p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	<p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	<p>Innovation</p> <ul style="list-style-type: none"> • 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.

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: 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. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			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 MySafety 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.

