

TEAM LEADER LOW CARBON & CIRCULAR ECONOMY

POSITION DESCRIPTION

Position Title:	Team Leader, Low Carbon & Circular Economy
Responsible To:	Manager, Low Carbon & Circular Economy
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 9

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	<p>Employees across the City Operations Program</p> <p>Employees across the Park Lands, Policy & Sustainability Program</p> <p>City of Adelaide (CoA) staff members across all Portfolios, Programs and Corporate Teams.</p>
External	<p>State Government departments, in particular the Department of Environment and Water, Department of Energy and Mining, Green Industries SA and the Environment Protection Authority</p> <p>Circular Economy, waste and recycling industry and services providers</p> <p>Local Government Association of SA and the local government sector</p> <p>Industry peak bodies, green economy, circular economy sector, in particular Waste Management and Resource Recovery of Association of Australia (WMRR), Australian Circular Economy Hub, Carbon Neutral Cities Alliance</p> <p>Educational and research institutions e.g. Monash Circular Economy Lab</p> <p>National and international networks – including other Capital Cities</p> <p>Members of the community, including property owners; tenants; business owners; strata managers and presiding officers</p> <p>Consultants and contractors.</p>

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Primary Purpose

As part of the Park Lands, Policy & Sustainability Program the Team Leader, Low Carbon & Circular Economy will lead the delivery of effective low carbon and circular economy outcomes across the city to achieve measurable outcomes.

The position will build and maintain partnerships with industry, Council government agencies and the private sector, to partner and deliver the objectives of Council's *Strategic Plan, Integrated Climate Strategy 2030 and Economic Development Strategy 2024-2028* and meet Council's strategic objectives.

Responsibilities

The Team Leader, Low Carbon & Circular Economy is responsible for:

- Leading the team and its delivery of:
 - Low carbon & circular economy, strategies, and policies creating impact across the City.
 - Programs and activities that build capacity and educate internal and external stakeholders and the community.
 - Projects that support and deliver on strategic outcomes.
 - Growth in data related intelligence including collection, monitoring and communication.
 - Reliable, timely and high-quality expert advice on low carbon and circular economy.
- Working proactively and collaboratively with senior officers and teams across the organisation to improve CoA's performance across the City in low carbon and circular economy.
- Co-ordinating involvement of and expert advice from other Council programs and teams supporting low carbon and circular economy impacts.
- Facilitating new stakeholder partnerships across levels of government, non-government organisations, community, businesses, residents and industry to support the delivery of Council's strategic objectives strategies, policies and initiatives.
- Monitoring research and trends, and maintaining currency with international, national and state strategies, policies, trends and identifying innovative opportunities and outcomes.
- Building the business case for change, including capacity building and behavioural change approaches to influence low carbon and circular economy outcomes.
- Integrating low carbon and circular economy outcomes in Council services through development, coordination and delivery of policies, programs and projects.
- Taking an evidence-based approach to decisions and making considered and timely decisions in area of expertise, whilst managing risks.
- Providing expert advice and recommendations to Council and Executive on issues, services and related areas.
- Considering and creating response recommendations to budgetary and political queries (Motion on/without Notice, Question on/without Notice, Council/Committee reports) in a transparent and timely manner.
- Effectively managing and leading the Low Carbon & Circular Economy Team, ensuring the team works in a collaborative manner and delivers high quality services to the Program, Council, and the public through the ongoing identification of individual and team training and development needs, and through applying due diligence during the performance management process.
- Managing budgets and expenditure, contractors, resource planning and scheduling task coordination of policy, programs and projects.

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Workplace Health and Safety & People Leadership Responsibilities

All leaders 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.
- The effective leadership and management of their team and its functions, including coaching, development and management of resources, legislative requirements, and identifying and implementing continual service improvements.
- 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.
- > Ensuring WHS legislative compliance is maintained within the program or area of corporate responsibility.
- > Implementing the CoA WHS management system within the program or area of corporate responsibility.
- > Undertaking activities to achieve WHS objectives and targets.
- > Identifying and allocating the human and financial resources to ensure a safe working environment is maintained.
- > Scheduling all reasonable hazards for assessment and control by elimination if possible.
- Understanding the organisation's WHS and Injury Management policy and procedures and undertaking your role within these.
- 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

Qualifications	A relevant tertiary qualification in engineering, environmental, economics or related field, or significant commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	<p>Demonstrated ability to lead and manage people in order to manage work and resources across complex projects and in a manner that enhances and builds the team's capability and performance.</p> <p>Demonstrated ability to build effective working relationships in order to influence stakeholders.</p>	Essential
Financial Skills & Acumen	Demonstrated ability to read and understand standard financial realities and reporting including budgeting, profit & loss, cost benefit analysis and forecasting / projections.	Essential
Technical Knowledge & Experience	<p>Comprehensive knowledge in policy and project delivery in low carbon and circular economy,.</p> <p>Experience in systems thinking, data collection/analysis, design, behaviour change and other influencing elements to deliver strategic, evidence-based outcomes.</p> <p>Understanding of and experience in contemporary engagement techniques / processes for sustainability planning and implementation, especially within the context of local government.</p> <p>Sound knowledge of relevant legislation, policies, protocols, and best practice associated with low carbon and circular economy.</p> <p>Systematic problem-solving approaches, ability to work in demanding, high- paced environment and high level of resilience when faced with difficult situations.</p> <p>Thorough understanding of circular economy issues and the economic drivers relevant to Capital Cities, as well as the relevant policy directions of the South Australian and Australian governments.</p> <p>Knowledge of government and non-government policy and programs and sources of funding and research institutions relevant to low carbon and circular economy in the local government context.</p>	Essential
Project Management	<p>Well-developed project management skills which underpin the timely delivery of strategies, projects and programs and assist in cross functional collaboration on circular economy outcomes.</p> <p>Experience in administering multiple processes simultaneously, delivering high quality output within challenging deadlines.</p>	Essential
Innovation & Initiative	<p>Demonstrated ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes that advance the Programs objectives and result in value-added processes and/or service improvements.</p> <p>Demonstrated experience in showing innovation and initiative in delivery of projects or programs.</p>	Essential

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	Ability and enthusiasm for generating new ways of working collaboratively and process improvements to develop and deliver strategies, plans, initiatives, programs and new processes.	
Resource Management & Decision Making	<p>Proven ability to develop frameworks and articulate shared value to support functional, cost-effective solutions.</p> <p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p> <p>Ability to apply sound judgement in decision-making and resource-management within the scope of the role.</p>	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	<p>A commitment to internal and external customers demonstrated through the provision of timely, reliable information and expert advice.</p> <p>Ability to manage challenging customers and situations with tact and sensitivity.</p>	Essential
Collaboration & Communication	<p>Ability to analyse and synthesise information and communicate effectively verbally and in writing including to prepare reports, and high-level correspondence that are clear and concise.</p> <p>Proven ability to build and maintain positive relationships and consult, negotiate, influence and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>Demonstrated ability to consider political implications and various decision paths before acting on issues.</p>	Essential
Administrative Skills	<p>A high level of organisational and time management skills.</p> <p>Accurate data administration, manipulation and reporting.</p> <p>A thorough understanding of practices, procedures and outcomes required of a records management system.</p>	Essential
Government Experience	Prior experience working in a government environment.	Desirable

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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.

 ACHIEVEMENT	 COLLABORATION	 CUSTOMER COMMITMENT	 INTEGRITY	 INNOVATION
<h3><u>Achievement</u></h3> <ul style="list-style-type: none">• Deliver what matters• Ensure clarity of direction and unity of purpose• Inspire excellence and strive for outstanding results 	<h3><u>Collaboration</u></h3> <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 	<h3><u>Customer Commitment</u></h3> <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 	<h3><u>Integrity</u></h3> <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 	<h3><u>Innovation</u></h3> <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 will be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence will 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

Physical Demand	O	F	C	Description	FCE 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 Shift Duration: Typically 8am til 4pm 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, stationary, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances with in the building /office	

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

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.