

POSITION DESCRIPTION

Position Title:	Biodiversity Officer - Climate Change and Land Sustainability
Portfolio:	Customer and Regional Prosperity
Position Number:	215034
Business Unit:	Regional Development, Health and Biodiversity
Team:	Biodiversity and Climate Change
Position Reports to:	Principal Specialist Biodiversity and Climate Change
Classification Level:	5
Status:	Full time
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Position Objective:	The position contributes to the development and delivery of Council's sustainability and climate change initiatives, projects, programs and associated activities as part of Council's vision for a healthy environment under operational and corporate plans.

Our Values

Communication

We actively promote clear, concise and open discussion between staff, Council and communities

Respect

We act respectfully to each other, accepting each person's individuality and their role.

Teamwork

We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.

Honesty

We act with integrity and when we ask an honest question, we get an honest answer.

Accountability

We accept ownership of our role and responsibility for our actions.

Trust

We build strong relationships that we believe in and rely on.

Staff worth

Our actions demonstrate that our people matter.

Quality

We have pride in whatever we do, and strive to do it well

Key Responsibilities

Fulfil the accountabilities of this role in accordance with Council values and as varied from time to time to achieve Council objectives and Council Operational and Corporate Plan outcomes. Key responsibilities include the following:

- Provide strategic and specialist advice into the development, monitoring, implementation and review of Council's, sustainability and environmental management strategies, plans, programs, guidelines, and actions.
- Provide specialist advice in the delivery of sustainability initiatives, carbon accounting, energy efficiency, greenhouse gas emission and management to a variety of internal stakeholders.
- Work with internal stakeholders in the development and implementation of projects and programs to improve Council's sustainability and climate response.
- Deliver external support to community groups, residents, and businesses to reduce environmental impacts, consumption of resources, improve climate response and become more sustainable.
- Provide input into Council and State Government strategies, plans and policies relating to sustainability and climate change matters.
- Develop strategies, policies, management plans and programs in relation to climate change, natural resource management and sustainability.
- Project manage a number of natural resource management, revegetation and best management practice projects and programs.
- Undertake research in relation to natural resource management and sustainability to ensure appropriate, functional and effective solutions are implemented.
- Undertake a range of administration duties including effective and clear report writing, correspondence, records management, budgeting and financial monitoring.
- Perform any other duties that are reasonably within the competency, skills and training of the incumbent as may be directed from time to time by the position's supervisor.
- Comply with Council policies, procedures and instructions to deliver quality and safe services.
- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others.

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- Tertiary qualifications in Sustainability/Environmental Management related to the position.
- Minimum two years experience in natural resource/environmental management.
- A current Queensland C Class driver's licence.
- Proficiency in computer applications relating to environmental management, carbon accounting and sustainability.

Knowledge

- Knowledge of environmental legislation and how it relates to natural resources, sustainability and climate response within the Region.
- Specialist knowledge in environmental, climate change and sustainability matters in accordance with emission targets, legislative and policy requirements.
- Understanding of contemporary natural resource management and sustainability, threats and trends.

Experience

- A minimum of two years experience in an environment/sustainability management field.

- Experience in the implementation of sustainability and natural resource management projects and programs with measurable and realistic objectives.
- Experience in, or a clear understanding of local government and local government sustainability practices, particularly for a diverse region like Scenic Rim.
- Experience in climate change and sustainability program development and delivery.

Organisational Competencies

Customer Focus

High level experience in working with a range of internal and external customers, ascertaining their needs and tailoring innovative and cost-effective solutions to meet these needs while obtaining best practice communication outcomes.

Communication

Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translates technical information into easily understandable information.

Impact and Influence

Uses sophisticated communication skills to ensure advice / influence is in line with values and ethics, analyses audience needs in order to select and prepare best methods and uses problem solving strategies to deal with unexpected questions.

Change Orientation

Contributes to change management processes by organising, planning implementing workplace changes.

Organisational Relationships

This position:

- Will be required to supervise staff and contractors from time to time.
- Has financial delegations in accordance with Council's Delegations Register.
- Is a service provider to Scenic Rim communities, internal and external stakeholders.

How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/ recent referees. One Referee should be a Manager you have worked for during the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.