



**2014-2015** **SUSTAINABLE**  
2006 — make the positive difference



City of  
**Melville**

## Sustainability Officer

**Cash salary range of \$51,839 - \$60,159 per annum is payable (dependent on skills and experience).**

**PLUS the successful applicant will receive:**

- **free gym use, parking on premises, flexible working arrangements including working hours**
- **up to an additional 14% of salary towards superannuation**
- **up to 10 weeks leave per annum.**

**Applications close 4pm Friday 21 November 2008.**

If you possess experience in the sustainability field, have project management skills and relevant tertiary qualifications, we would like to hear from you!

This autonomous, team focused, customer driven role is responsible for the development and implementation of sustainability initiatives including project development and policy matters aimed at making sustainability a core business function of the City of Melville.

For confidential enquiries please contact Jessica Miller on 9364 0698.

Information pack can be obtained by calling 9364 0781 or visiting our website.

**[www.melvillecity.com.au/jobs](http://www.melvillecity.com.au/jobs)**

## POSITION DESCRIPTION

### Sustainability Development Officer

#### PRINCIPAL OBJECTIVES

To develop and implement sustainability initiatives sustainability a core business function of the City of Melville.

- 1. POSITION TITLE:** Sustainability Development Officer
- 2. REPORTS TO:** Environmental Programs Coordinator
- 3. LEVEL:** 5/6  
Local Government Officers Award
- 4. POSITIONS REPORTING:** N/A



## **5. PRINCIPAL RESPONSIBILITIES & DUTIES**

- Development and review of appropriate policies to guide sustainability initiatives.
- Develop, implement, evaluate and review the sustainability framework for the City of Melville
- Maintain reporting and data collation for national and international sustainability organisations
- Assist with the implementation and maintenance of ISO 14001 (Environmental standards)
- Assist in the development of environmental plans
- Promote and build relationships with a collaborative, flexible and responsive behaviour with internal and external stakeholders
- Liaise with various other relevant officers in government and non-government organisations who undertake similar initiatives, to exchange information, support and gather resources as required.
- Grant application preparation and acquittal
- Act as the Environmental Programs Manager as required

### **EXPERTISE – KNOWLEDGE & EXPERIENCE:**

- Possession of, or progress towards, tertiary qualifications in Environmental management, Sustainable Development or similar
- Sound experience in the sustainable development field
- Sound experience in developing, evaluating, reviewing and implementing sustainability initiatives and plans
- Sound experience in the preparation of reports, submissions and grant applications
- Experience in liaising and consulting with different stakeholders
- Experience in developing and implementing projects
- Sound knowledge of sustainability and sustainable development principles and practices.
- Sound knowledge and understanding of key influencing strategies at global, national and state levels including the WA Sustainability Strategy.

- Sound Knowledge of ISO/ANZ standards
- Sound Knowledge of environmental legislation.

### **SKILLS**

- Sound analytical and conceptual skills.
- Networking and capacity building skills
- Demonstrated negotiation and influencing skills.
- Organisational Skills
- Excellent written and verbal communication skills including report writing.
- Sound Computer skills including Microsoft office suite of products
- Ability to work in a team and as an individual in both an office and community setting;
- Demonstrated ability to use initiative/judgement.
- Sound research skills

### **JUDGEMENTS**

- This position works with limited supervision
- Work proactively within the organisation to promote an integrated OSH culture.