

Job title: Sustainability Project and Utilities Officer	
Classification: Band 6	Effective Date: August 2024
Reports to: Coordinator Environmental Sustainability	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

This position will support the delivery of Council's Climate Response Strategy by:

- Implementing energy and resource efficiency projects; and
- Maintaining Council's utility (electricity, gas and water) management processes and data, including monitoring and reporting towards Strategy targets and indicators.

Key Responsibilities

Position Specific Responsibilities

- Maintain accurate records for utility data with retailers, providers and internal Council departments, records, systems and databases.
- Coordinate connection, disconnection and/or abolishment of utility meters.
- Support internal and external stakeholders to resolve utility issues, including Project Managers on meter configuration for new assets and infrastructure.
- Monitor and report on Council's Climate Response Strategy targets and indicators.
- Plan and implement energy and resource efficiency projects, and provide technical advice to embed environmental sustainability and climate response solutions across the organisational function.
- Support Council's carbon neutral certification and verification activities.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget:

- Prepare and manage relevant project or program budgets.
- Assist the Coordinator Environmental Sustainability in the preparation and monitoring of the budget for various projects or programs.

Staff responsibility:

- Provide clear advice following relevant policies and guidelines to manage utility requirements for Council assets.
- Supervise temporary and contract project employees as required.

Judgement and Decision Making

- The position will involve problem solving using guidelines, professional/technical knowledge or experience identified through research, investigation and analysis.
- The position is required to fully brief the Coordinator Environmental Sustainability of significant issues but is able to make decisions on routine and project operational matters.
- The position is accountable for the maintenance of utility data and has the authority to add and remove utility accounts to/from Council's utility contracts.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Understanding of Council and utility authorities' policies, regulations, processes and precedents.

Qualifications and Experience

- Qualification in Environmental Science, Environmental Management or other relevant (similar) qualification or equivalent industry experience.
- Demonstrated experience in program delivery and project management on climate response measures.
- Demonstrated experience in implementing sustainability measures and practices in the workplace, urban environment and/or the community.
- Experience in utility management is preferred.

Technology:

- Proficiency with the Microsoft Office suite, specifically Word, Excel and PowerPoint.

Interpersonal Skills

- Effective communication and interpersonal skills to formulate meaningful working relationships with internal and external stakeholders.
- Ability to facilitate conversation to resolve issues with key stakeholders and formulate clear solutions.
- Good presentation skills and confidence to interact with a range of key partnership organisations, bodies and individuals.
- Relevant business writing and English language skills.

Key Relationships:

- The position will liaise with internal stakeholders, utility retailers and distributors, leases of Council assets, and external procurement bodies.
- The position is required to maintain professional relationships with all internal and external stakeholders.

Management Skills

- Demonstrated project management skills, including managing time, setting priorities, planning and organising delivery of work.
- Demonstrated ability to achieve specific and set objectives in the most efficient and effective way possible within a defined timeframe and resources available.
- Ability to work autonomously and with teams collaboratively.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

- Tertiary qualification in Environmental Science, Environmental Management or other relevant (similar) qualification or equivalent industry experience.
- Strong understanding of key environmental sustainability issues relating to Council and its community.
- Strong acumen in data analysis and problem solving with the ability to successfully recommend and implement energy and resource efficiency projects.
- Demonstrated experience in project management with excellent interpersonal and communication skills to gain the cooperation and assistance from key internal and external stakeholders in an environment of change and conflicting demands.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Inspecting utility meters, commonly in open space and close to vegetation.	Occasionally	
Hand/Arm Movement Tasks involve use of hand/arms		None	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Inspecting utility meters, commonly in open space and close to vegetation.	Occasionally	
Standing Tasks involve standing in an upright position	Attending events and completing site inspections.	Occasionally	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		None	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Site inspections and attending events.	Occasionally	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Very occasionally	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		None	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Keyboard Duties Tasks involve sitting at workstation and using computer.	Office based work	Frequently (daily)	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Using computer and reading materials	Frequently (daily)	

Cognitive and Psychosocial demands

Psychological Demand	Requirement to perform as part of roles and responsibilities				Comments
	Unlikely	Possible	Occasionally	Regularly	
Adaptability and flexibility Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓	
Decision making The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓	
Degree of Self-Supervision The ability to work effectively without supervision.				✓	
Exposure to Confrontational Situations Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.			✓		
Problem Solving and Analysis The ability to work effectively at solving problems and analysing situations and information.				✓	

Any other relevant comments: