

# Role Description

## Sustainability & Environmental Impact Officer



<b>Cluster</b>	Creative Industries, Tourism, Hospitality and Sport
<b>Agency</b>	Australian Museum
<b>Division/Branch/Unit</b>	Corporate Services
<b>Role number</b>	TBA
<b>Classification/Grade/Band</b>	Clerk Grade 9/10
<b>ANZSCO Code</b>	234312
<b>PCAT Code</b>	1239192
<b>Date of Approval</b>	July 2024
<b>Agency Website</b>	<a href="https://australian.museum/">https://australian.museum/</a>

### Agency overview

Australian Museum (AM) is located on the land of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The Australian Museum (AM) operating within the Creative Industries, Tourism, Hospitality and Sport cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

### Primary purpose of the role

The Sustainability & Environmental Impact Officer is responsible for the ongoing development, delivery and review of the AM's Sustainability Plan. The role will lead the organisation in developing and implementing initiatives to deliver outcomes and actions of the Museum's Sustainability and Climate Action Plan 2023-2025. The Sustainability & Environmental Impact Officer is a front-facing role responsible for collaborating with teams across the organisation to design programs and initiatives to improve the museum's social and environmental performance, manage environmental risk and compliance, fulfil internal and external reporting requirements; engage staff and influence external stakeholders on environmental issues. The role will work across all sites



of the museum ensuring a balance of sustainability, museum, heritage and commercial business operations are balanced and effective.

### Key accountabilities

- Manage and facilitate the development and delivery of objectives and actions in the AM’s Sustainability and Climate Action Plan 2023-2025 by tracking, reviewing and reporting on progress internally and externally; developing staff awareness and promoting a culture of commitment to sustainability
- Promote the incorporation of sustainability objectives into business and operational planning processes for improve the AM’s social and environmental sustainability performance.
- Coordinate submissions and reporting for benchmarking and external assessments, including Green Building Council of Australia Performance Rating.
- Influence the integration of sustainability and climate change risk in all stages of building projects including master planning, design development, construction, commissioning and operation.
- Adhere to the International Council of Museum’s Code of Ethics and align with the sustainability objectives of the City of Sydney, City of Parramatta, The Hills Shire Council, Inner West Council, NSW Government, and global sustainable development objectives.
- Develop strategies to identify and investigate potential new programs across the Museum’s directorates including facilities, commercial, human resources, public programs and curatorial as well as influence and negotiate with external stakeholders .
- Establish, implement and refine research methods and processes on sustainable museums and develop research resources to identify new opportunities.
- Compile reports for AM Trust, Annual Report, the NSW Government and other bodies as required to demonstrate the AM’s social, sustainability & environmental performance including the preparation of the mandatory climate-related financial disclosures.

### Key challenges

- Successfully balancing the complexities of sustainability, museum practice, heritage requirements and commercial business operations.
- Identify risks and make appropriate modifications to increase effectiveness, including responding to whole of government priorities.
- Ensuring the AM leads by example as sustainability expectations and requirements evolve by having an onsite presence to resolve issues in a timely manner, foster effective communication to leverage the AM’s sustainability through active engagement with the areas and use highly effective communications to influence and negotiate with external stakeholders.

### Key relationships

Who	Why
<b>Internal</b>	
Director, Corporate Services	<ul style="list-style-type: none"> <li>• Receive guidance and provide regular updates on key projects, issues and priorities</li> <li>• Provide advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Develop and communicate sustainability and environmental strategies</li> <li>• Work collaboratively in relation to media activities, presenting at conferences and events.</li> </ul>
AM Teams/Divisions	<ul style="list-style-type: none"> <li>• Work collaboratively to contribute to achieving team outcomes</li> </ul>

Who	Why
<b>External</b>	<ul style="list-style-type: none"> <li>• Inform integration of infrastructure and operations</li> </ul>
Non-Government & NFP Stakeholders	<ul style="list-style-type: none"> <li>• Advocate the AM's leadership in Sustainability to key Government and external stakeholders and partners as well as using influencing and negotiating communication skills.</li> <li>• Provide project-related advice and updates; collaborate and liaise with in the resolution of project issues.</li> </ul>
Government (State & Federal)	<ul style="list-style-type: none"> <li>• Build and maintain sound working relationships with government and supporting networks to guide environmental sustainability initiatives for the AM</li> <li>• Ensure compliance with relevant legislation and identify opportunities for funding</li> <li>• Work collaboratively with central agencies and other relevant Government departments and seek funding where opportunities arise.</li> </ul>
Local Councils	<ul style="list-style-type: none"> <li>• Liaise on programs and related initiatives held by relevant local Councils (City of Sydney, City of Parramatta, The Hills Shire Council, Inner West Council).</li> </ul>
Industry Peers	<ul style="list-style-type: none"> <li>• Discuss environmental sustainability issues and coordinate the planning and implementation of related initiatives.</li> </ul>
Vendors/Service Providers	<ul style="list-style-type: none"> <li>• Engage with for the provision of necessary resources and services.</li> </ul>

## Role dimensions

### Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to the Director decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the manager.

### Reporting line

Director, Corporate Services

### Direct reports

Nil. Supervise consultants/contractors as required.

### Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

- Cost Centre Manager –N
- Financial Delegation – Y

## Key knowledge and experience

- Demonstrated ability to advocate the AM's leadership in Sustainability to key Government and influence and negotiate with external stakeholders and partners
- Strong strategic thinking and ability to align the AM's sustainability goals to Government policy and outcomes
- Demonstrated experience in delivery of policies and plans in a large organisation preferably across multiple sites.
- Demonstrated experience in the collection and management of data, reporting and ensuring compliance with policies, standards and legislation.
- Demonstrated experience in stakeholder collaboration and project management
- Excellent written and interpersonal communication skills including presentation skills and the ability to present case studies and strategic plans to key stakeholders and at conferences or events.
- Ability to plan, develop, and implement projects and plans across the AM in line with whole of government commitments and AM policies.

## Essential requirements

- Appropriate tertiary qualification or relevant, equivalent professional experience in sustainability policy development, management of social and environmental risk, and environmental management and/or related disciplines.

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


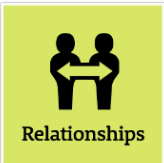
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities


*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li> <li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>• Monitor ethical practices, standards and systems and reinforce their use</li> <li>• Act promptly on reported breaches of legislation, policies and guidelines</li> </ul>	Advanced
 <p>Relationships</p>	<p><b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
	<p><b>Work Collaboratively</b> Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<p><b>Influence and Negotiate</b></p> <p>Gain consensus and commitment from others, and resolve issues and conflicts</p>	<ul style="list-style-type: none"> <li>• Influence others with a fair and considered approach and present persuasive counter-arguments</li> <li>• Work towards mutually beneficial 'win-win' outcomes</li> <li>• Show sensitivity and understanding in resolving acute and complex conflicts and differences</li> <li>• Identify key stakeholders and gain their support in advance</li> <li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li> <li>• Anticipate and minimise conflict within the organisation and with external stakeholders</li> </ul>	Advanced
	<p><b>Deliver Results</b></p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<p>Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</p> <p>Make sure staff understand expected goals and acknowledge staff success in achieving these</p> <p>Identify resource needs and ensure goals are achieved within set budgets and deadlines</p> <p>Use business data to evaluate outcomes and inform continuous improvement</p> <p>Identify priorities that need to change and ensure the allocation of resources meets new business needs</p> <p>Ensure that the financial implications of changed priorities are explicit and budgeted for</p>	Adept

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<p><b>Demonstrate Accountability</b></p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>	Adept



### Technology

Understand and use available technologies to maximise efficiencies and effectiveness

Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks

Use available technology to improve individual performance and effectiveness

Make effective use of records, information and knowledge management functions and systems

Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies

Intermediate

### Complementary capabilities





*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept