

Role Description

Coordinator, Sustainability Projects & Utilities Management

Cluster	Department of Planning Industry & Environment, Housing & Property
Agency	Sydney Olympic Park Authority (SOPA)
Location	Sydney
Classification/Grade/Band	Clerk Grade 7/8
Date of Approval	August 2019

Agency overview

As a world-leading precinct built on the legacy of the Sydney 2000 Olympic & Paralympic Games, Sydney Olympic Park is diverse and carefully-planned, bringing together the best in residential living, sport, entertainment, recreation, business, education and the environment, right in the heart of global Sydney.

Sydney Olympic Park Authority are custodians of the Park, with a strong commitment to creating a vibrant, sustainable community within an unequalled destination for sport, entertainment, recreation and business and one of Australia's largest and most diverse urban parklands.

Sydney Olympic Park Authority is part of the Housing & Property Division in the Department of Planning, Industry & Environment cluster of the NSW government. The Authority has five business units:

1. Commercial
2. Asset Management and Environmental Services
3. Venue Management
4. Place Management, and
5. Business Support.

Asset Management and Environmental Services

The Asset Management and Environmental Services team is responsible for:

- the portfolio management of our assets to maximise their returns key functions including strategic lifecycle planning, maintenance and capital project planning and delivery;
- strategic planning (including public domain design) and development control;
- parkland and park facilities development, management and maintenance;
- environmental management and ecosystems conservation; and
- championing sustainability.

Primary purpose of the role

The Coordinator Sustainability Projects and Utilities Management project manages utilities consumption of gas, electricity and water, implements agreed sustainability projects and identifies further opportunities for improvement.

Key accountabilities

- Develop and drive energy and water efficiency strategies to reduce SOPA's costs, greenhouse gas emissions and overall environmental impact;
- Monitor energy and water consumption across the organisation and provide updates to the necessary stakeholders along with monthly and annual reporting against SOPAs sustainability targets;

- Manage and maintain a solid working relationship with various asset owners, facility managers, and other stakeholders to support them achieve best practice energy and water management;
- Undertake contract management, billing administration and data management of utilities contracts including electricity, gas and water;
- Identify opportunities for energy reductions, sustainability initiatives and/or efficiencies and develop business cases to drive the implementation of these initiatives;
- Deliver energy and water saving projects/initiatives in line with agreed timelines, scope and site-specific specifications;
- Develop business cases for project implementation and providing ongoing sustainability advice to various facilities managers, asset owners and the facility management team; and
- Coordinate identified sustainability management actions and provide relevant analysis and reporting against agreed key performance targets.

Key challenges

- Keeping abreast of the emerging issues and evolving trends in the energy market at a domestic and international level and educating and convincing respective asset owners and facility managers to assist in driving SOPA's sustainability initiatives;
- Understanding the maintenance requirements of SOPA's asset portfolio and their collective impact on delivering SOPA's sustainability targets; and
- Balancing demands on a day-to-day operational level and working according to established guidelines and towards defined targets; while not losing sight of the broader priorities, activities and interests of the business unit and the strategic organisational direction outlined in SOPA's Corporate Plan.

Key relationships

Who	Why
Internal	
Director Planning & Environment	<ul style="list-style-type: none"> • Escalate issues and seek advice, support and direction as required; • Report on progress against Business Plan, Corporate Plan and personal work plan; • Contribute ideas and make suggestions to the Director and report on performance of the work area and seek advice and direction as needed; • Provide strategic advice on asset and facilities management, procurement and environmental matters in Sydney Olympic Park.
Senior Manager Energy and Water	<ul style="list-style-type: none"> • Provide advice, reports and relevant data on energy and water use related to SOPA's various assets; • Contribute ideas and refine strategies relevant to efficiency measures.
SOPA Asset Owners and Work Team	<ul style="list-style-type: none"> • Collaborate, educate and assist asset owners and facility managers to better understand relevant sustainability measures; • Receive feedback regarding operational priorities and customer requirements; • To ensure the objectives of the Asset Management & Environmental Services divisions aligned with other business units and the broader corporate objectives.
External	
Key Government Agencies such as, the Environment Protection Authority; NSW Planning & Infrastructure;	<ul style="list-style-type: none"> • To ensure robust, open and transparent communication and information exchange related to sustainability matters in Sydney Olympic Park; • To align SOPA's sustainability agenda with the broader objectives of

Who	Why
	<ul style="list-style-type: none"> the NSW Government; Demonstrate SOPA's capacity to manage State significant assets at Sydney Olympic Park.
External Utility Suppliers	<ul style="list-style-type: none"> To ensure SOPA is receiving "value for money" and agreed levels of support in providing utility services; To enable a greater understanding of the broader market in relation to the provision of utilities.
Providers of contract services	<ul style="list-style-type: none"> To ensure that contracts and procurements are properly executed in the best interest of achieving SOPA's sustainability objectives; To ensure contractor providers are meeting all contract requirements and are also contributing to developing and refining SOPA's sustainability strategies

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to a Manager 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.

Reporting line

Reports to Director Planning & Environment.

Direct reports

Nil

Budget/Expenditure

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

Essential requirements

- Tertiary qualifications in an appropriate science, engineering or technical discipline and experience in implementing and managing energy and water reduction and efficiency strategies.
- Experience in carbon accounting, energy and water auditing and understanding of energy and water efficiency issues.

Capabilities for the role





The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

This role also utilises an occupation specific capability set.

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Recognise and explain the need for compromise Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relations with internal and external stakeholders Pre-empt and minimise conflict
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Procurement and Contractor Management	Adept	<ul style="list-style-type: none"> Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management Develop well written, well structured procurement documentation that clearly sets out the business requirements Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective Be aware of procurement and contract management risks, and what actions are expected to mitigate these Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles Escalate procurement and contract management issues where required

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects