# A red flower with blue text Description automatically generatedRole Description

# Sustainability Engineer

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| **Role Description Fields** | **Details** |
| **Department/Agency** | **Department of Planning, Housing and Infrastructure** |
| **Division/Branch/Unit** | **Property and Development NSW / Environmental Management Group / Sustainability** |
| **Role number** | **50067956** |
| **Classification/Grade/Band** | **Clerk Grade 7/8** |
| **ANZSCO Code** |  |
| **PCAT Code** |  |
| **Date of Approval** |  |
| **Agency Website** | [**PDNSW | NSW Government**](https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure/bradfield-development-authority) |

## Agency overview

The Department of Planning, Housing and Infrastructure (DPHI) improves the liveability and prosperity of NSW.  To achieve this, we:

* create vibrant, productive spaces and precincts;
* manage lands, assets and property effectively; and
* deliver affordable and diverse housing.

We strive to be a high performing, world class public service organisation that celebrates and reflects the full diversity of the community we serve and builds the cultural capability of our department to improve outcomes with, and for, Aboriginal people, communities and entities.

Property and Development NSW is a leader in its ambitions to achieve Net Zero targets. Net Zero operations for Scope 1 and 2 emissions were achieved in FY2024 and an independently reviewed Scope 3 inventory was determined in FY2024.

## Primary purpose of the role

The position supports the identification, implementation, management and review of programs and projects designed to assist PDNSW and its agency stakeholders to at least meet their obligations under the Net Zero Government Operations Policy (NZGO) and other relevant sustainability policies and frameworks.

**Key accountabilities**

* Identify, develop and implement sustainability initiatives that will enable NZGO compliance.
* Manage and participate in the PDNSW NABERS, GreenStar and Climate Active tracking, certifications and improvement strategies.
* Drive operational efficiencies of PDNSW owned and managed assets.
* Identify, develop and implement capital projects at PDNSW owned sites and conducting appropriate measurement and verification of the results of these projects.
* Identify, implement and utilise BMS, IoT and other smart monitoring systems.
* Support implementation and management of activities to enhance the sustainability performance of leased assets.
* Facilitate sustainability engagement and training for relevant PDNSW stakeholders.

## Key challenges

* Providing accurate policy advice and recommendations on a range of complex net zero issues, given the need to understand the problem and formulate responses within short-time frames, often without prior notice.
* Understanding and addressing the complex interactions between decarbonisation and climate change implications, circular economy and nature-based solutions and delivering strategic approaches that understands and addresses these complexities.
* Managing consultations and negotiations with diverse stakeholders, given the need to balance competing interests and demands which are subject to change

## Key relationships

## Internal

|  |  |
| --- | --- |
| Who | Why |
| Manager/Executive Director | * Provide expert advice and contribute to decision making * Identify emerging issues/risks and their implications and propose solutions * Receive advice and report on progress towards business objectives and discuss future directions |
| Team members | * Support team members and work collaboratively to deliver sustainability outcomes for PDNSW and our tenant agencies |
| Colleagues across the organisation | * Provide expert advice on a range of net zero policy issues and strategies * Optimise engagement to achieve net zero outcomes |

**External**

|  |  |
| --- | --- |
| Who | Why |
| Government departments and agencies, peak industry bodies, researchers and local councils. | * Foster effective proactive relationships to provide advice and exchange information * Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues |
| Consultants | * Procure consultants from time to time to provide additional specialist advice to PDNSW. |

## Role dimensions

### Decision making

This role:

* Operates with autonomy, uses initiative and is accountable for the delivery of high-quality projects on time and within budget.
* Provide high quality support to PDNSW teams and achieve the objectives and performance targets for the delivery of PDNSW Sustainability, Net Zero and Resilience strategies.
* Consults with EMG, CDM, Facility Management provider and other relevant stakeholders to facilitate the delivery of projects.

### Reporting line

Senior Manager Sustainability & Energy

### Direct reports

None

### Budget/Expenditure

As per delegations

## Key Knowledge and Experience

* Demonstrated experience in leading research, analysis, assessments and developing strategies and plans to support the delivery of projects with net zero principles.
* Demonstrated experience in managing stakeholder resources and working constructively with people to develop high profile projects and programs.

**Essential requirements**

* Tertiary qualifications in Engineering, Design, Sustainability or other relevant discipline.
* At least 5 years of experience of which at least 3 years of experience in a similar role.
* Qualified NABERS Energy and Water for Offices Assessor. Knowledge and understanding of NABERS Waste, IE and Energy Performance Indicator.
* Knowledge and understanding of GreenStar Buildings and Fit-outs.
* A current and valid Australian full driver’s licence. (Travel within NSW is required).

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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.

| **Capability group/sets** | **Capability name** | **Level** |
| --- | --- | --- |
| personal-attributes | **Display resilience and courage**  *Be open and honest, prepared to express your views, and willing to accept and commit to change*  **Act with integrity**  *Be ethical and professional, and uphold and promote the public sector values* | **Intermediate**  **Adept** |
| relationships | **Communicate Effectively**  *Communicate clearly, actively listen to others, and respond with understanding and respect*  **Work collaboratively**  *Collaborate with others and value their contribution*  **Influence and negotiate**  *Gain consensus and commitment from others, and resolve issues and conflicts* | **Adept**  **Intermediate**  **Intermediate** |
| results | **Deliver Results**  *Achieve results through the efficient use of resources and a commitment to quality outcomes*  **Think and Solve Problems**  *Think, analyse and consider the broader context to develop practical solutions* | **Intermediate**  **Intermediate** |
| business-enablers | **Technology**  *Understand and use available technologies to maximise efficiencies and effectiveness*  **Project Management**  *Understand and apply effective planning, coordination and control methods* | **Adept**  **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.

| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| --- | --- | --- | --- |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
| 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 |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |
| people-management | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Adept |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |