

Role Description

Manager, Sustainability

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Infrastructure Planning/Sustainability
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Ongoing and Temporary
Role Number	IP021,IP024
ANZSCO Code	139912
PCAT Code	1119192
Date of Approval	November 2019
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Lead and manage the sustainability team to develop a program of innovative sustainability initiatives and considerations that comply with and compliment government policy and that provide SINSW with sustainable current and future asset solutions that optimise sustainability and resource efficiency outcomes.

Key accountabilities

- Manage and facilitate the ongoing allocation, implementation, review and reporting of projects within the team to ensure all programs and projects are effectively managed throughout their lifecycle.
- Create frameworks that establish and measure achievement against performance targets through strategic and operational planning, team coordination and monitoring of productivity against agreed objectives.
- Ensure NSW Department of Education meets its responsibilities as a government agency and complies with government policies, in particular the NSW Government Resource Efficiency Policy (GREP) and NSW Climate Change Framework.

- Coordinate and develop business cases, action plans, budgets and targets for all sustainability program and project initiatives.
- Create, maintain and leverage off strong relationships with sustainability and design professionals to share knowledge and expertise to enhance future building forms that meet educational and sustainability objectives.
- Proactively provide advice to internal and external stakeholders to ensure sustainability principals, issues and considerations are appropriately addressed at all stages of planning, delivery and ongoing infrastructure use.
- Project manage the procurement of external specialist resources including business case development, contract tendering and ongoing contract management.
- Champion sustainability programs to internal and external stakeholders and represent and advocate state-wide sustainability program interests at a range of forums to support positive environmental, economic and social outcomes.

Key challenges

- Maintaining a thorough understanding of the legislative and regulative environment that schools and cluster agencies must operate within.
- Ensuring sustainability considerations are consistently applied across the division and the business unit whilst delivering an ambitious program of planning projects within budgets and timeframes.
- Anticipating, responding to and mitigating impediments to effective implementation of sustainable policies, particularly where implementation is controlled by other agencies within the department or across the public sector.

Key relationships

Who	Why
Internal	
Schools	<ul style="list-style-type: none"> • Provide advice to aid with further development of school facilities with a focus on sustainability.
Direct reports	<ul style="list-style-type: none"> • Monitor and review performance; lead and provide professional guidance and development to inspire teamwork and high level performance.
SINSW leadership team	<ul style="list-style-type: none"> • To deliver a program of sustainability programs in accordance with departmental policies.
Agency staff including those involved in school operations	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to consult, liaise, negotiate and collaborate on projects which contribute to the business unit, directorate and department's performance.
External	
Local authorities, community organisation, utility providers, sustainability professionals and local interest groups	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to facilitate and influence sustainability outcomes.

Role dimensions

Decision making

Acts independently in performing care work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes.

In matters that are sensitive, high risk or business critical, the role consults with Director, Sustainability to agree on a suitable course of action

Reporting line

Director, Sustainability

Direct reports

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Budget/Expenditure

Budget - Nil

Financial delegation - \$75,000

Essential requirements

- Relevant tertiary qualification and/or knowledge of the operational and strategic requirements for successful delivery of state-wide sustainability programs in the context of government policies, processes and procedures and community attitudes.
- Knowledge of and commitment to the department's Aboriginal education policies.






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

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	Advanced
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

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 Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> Stay calm and act constructively in highly pressured and unpredictable environments Give frank, honest advice in the face of strong, contrary views Accept criticism of own ideas and respond in a thoughtful and considered way Welcome new challenges and persist in raising and working through novel and difficult issues

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Think and Solve Problems	Advanced	<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	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions • Understand and apply financial audit, reporting and compliance obligations • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required • Make decisions and prepare business cases paying due regard to financial considerations
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks