

SUSTAINABILITY OFFICER

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|---------------------------|--|-----------|---------|
| BRANCH/UNIT | TAFE Infrastructure NSW/ Strategic Asset Planning | | |
| TEAM | Sustainability | | |
| LOCATION | Negotiable | | |
| CLASSIFICATION/GRADE/BAND | TAFE Worker Level 8 | | |
| POSITION NO. | TBA | | |
| ANZSCO CODE | 511112 | PCAT CODE | 1229192 |
| TAFE Website | www.tafensw.edu.au | | |

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Sustainability Officer is responsible for supporting TAFE NSW in achieving sustainable practices and environmental management objectives by identifying and driving environmental sustainability strategies, programs and initiatives that support TAFE NSW's strategic direction and environmental sustainability ambitions.

3. KEY ACCOUNTABILITIES

1. Provide expertise to support and contribute to the development and implementation of sustainability strategies, initiatives, and projects to deliver on TAFE NSW Sustainability goals and objectives.
2. Promote and advocate contemporary sustainability practices to drive industry best practice and sustainability outcomes across TAFE NSW.
3. Provide technical and strategic advice to staff, projects, programs and operational areas and promote sustainability awareness to develop sustainability capabilities and knowledge sharing across the business.
4. Ensure operational and project teams have a clear understanding of sustainability requirements and assist in the coordination of inputs and outputs required for sustainability reporting.
5. Assist in implementation of the TAFE NSW Environmental Management System, policies and procedures
6. Assist in the review of sustainability objectives, measures, targets and in monitoring and reporting against key performance indicators (KPIs).
7. Provide timely briefings to the branch, division and leadership to support high level decision making in relation to sustainability on projects, programs and initiatives.
8. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
9. Place the customer at the centre of all decision making.
10. Work with the Line Manager to develop meaningful performance development and review plans.

4. KEY CHALLENGES

- Maintaining a sound knowledge of legislative and regulatory requirements and being alert to emerging opportunities and sustainability best practice across a range of TAFE NSW assets and operations.
- Collecting, verifying and managing data from limited and/or disparate data sets to support sustainable practice performance monitoring, reporting and improvement.
- Supporting transformational change whilst ensuring value for money and timely delivery of sustainability outcomes given the range of internal and external stakeholders with varying viewpoints and priorities.

5. KEY RELATIONSHIPS

| WHO | WHY |
|--|---|
| Internal | |
| Senior Manager Sustainability | <ul style="list-style-type: none"> Receive leadership, advice and support. |
| TAFE Infrastructure NSW Team | <ul style="list-style-type: none"> Share information, work collaboratively to contribute to achieving the team's business outcomes. Participate in discussions and decisions regarding implementation of innovation and best practice. Liaise with and collaborate on direction and issues in common. Coordination of implementation and management of initiatives. |
| SME's and knowledge holders | <ul style="list-style-type: none"> Liaise and collaborate with to promote business engagement and ownership. |
| TAFE NSW Teaching Staff | <ul style="list-style-type: none"> Coordination of strategies and initiatives. |
| External | |
| Federal/State and Industry Regulatory Bodies | <ul style="list-style-type: none"> Keep abreast of regulatory matters affecting delivery of sustainability programs. |
| Networking and Industry Groups | <ul style="list-style-type: none"> Keep abreast of issues, consultation and collaboration of sustainability related issues. |
| Consultants, Contractors and External Services Providers | <ul style="list-style-type: none"> Liaise with and manage contracted relationships and performance as required. |

6. POSITION DIMENSIONS

Reporting Line: Senior Manager Sustainability

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues that have a high level of impact on the immediate work area and the potential to impact more broadly on agency operations and externally.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Degree in Sustainability, Environmental Management, Climate Change Science, Engineering or other relevant discipline or equivalent skills, knowledge and experience
2. Demonstrated knowledge and understanding of current and emerging trends and best practice in sustainability management and reporting relating to infrastructure projects and operations.
3. Experience in developing and/or implementing sustainability policy, procedures and measures, including monitoring/reporting mechanisms, practices and processes.
4. Ability to address and meet focus capabilities as stated in the position.





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

| CAPABILITY GROUP | NAME | LEVEL |
|--|-------------------------------------|--------------|
|  Personal Attributes | Display Resilience & Courage | Intermediate |
| | Act with Integrity | Intermediate |
| | Manage Self | Adept |
| | Value Diversity and Inclusion | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Intermediate |
| | Plan And Prioritise | Intermediate |
| | Think and Solve Problems | Adept |
| | Demonstrate Accountability | Intermediate |
|  Business Enablers | Finance | Foundational |
| | Technology | Intermediate |
| | Procurement and Contract Management | Foundational |
| | Project Management | Adept |

FOCUS CAPABILITIES

The focus capabilities for the Sustainability Officer 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

| NSW Public Sector Capability Framework | | |
|---|-------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Manage Self | Adept | <ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices. 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 and maintain a high level of personal motivation. |
| Relationships Communicate Effectively | Adept | <ul style="list-style-type: none"> Tailor communication to diverse audiences. Clearly explain complex concepts and arguments to individuals and groups. Create opportunities for others to be heard, listen attentively and encourage them to express their views. Share information across teams and units to enable informed decision making. Write fluently in plain English and in a range of styles and formats. Use contemporary communication channels to share information, engage and interact with diverse audiences. |
| Relationships Work Collaboratively | Adept | <ul style="list-style-type: none"> Encourage a culture that recognises the value of collaboration. Build cooperation and overcome barriers to information sharing and communication across teams and units. Share lessons learned across teams and units. Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work. Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services. |
| 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 diverse perspectives and the need for compromise in negotiating mutually agreed outcomes. Influence others with a fair and considered approach and sound arguments. Show sensitivity and understanding in resolving conflicts and differences. Manage challenging relationships with internal and external stakeholders. Anticipate and minimise conflict. |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|-------|--|
| Results Think and Solve Problems | Adept | <ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence. • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience. • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience. • Seek contributions and ideas from people with diverse backgrounds and experience. • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness. • Identify and share business process improvements to enhance effectiveness. |
| Business Enablers Project Management | Adept | <ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits. • Prepare clear project proposals and accurate estimates of required costs and resources. • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements. • Identify and evaluate risks associated with the project and develop mitigation strategies. • Identify and consult stakeholders to inform the project strategy. • Communicate the project's objectives and its expected benefits. • Monitor the completion of project milestones against goals and take necessary action. • Evaluate progress and identify improvements to inform future projects. |