

Role Description

Sustainability Analyst



Planning,
Industry &
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Housing & Property/Property NSW
Location	Sydney
Classification/Grade/Band	Clerk Grade 7/8
Role Number	TBC
ANZSCO Code	234312
PCAT Code	2312212
Date of Approval	July 2020
Agency Website	www.dpie.nsw.gov.au

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. 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 seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

The Sustainability Analyst supports the identification, implementation, management and review of programs and projects designed to assist Property NSW and its stakeholders to deliver on the Government Resource Efficiency Policy, NSW NetZero Plan – Stage 1 2030, Circular Economy Strategy, Property NSW's Environment and Sustainability Plan as well as other market leading frameworks and tools.

Key accountabilities

- Develop and implement sustainability initiatives to meet NSW GREP, NetZero and circular economy goals.
- Deliver data analytics, reporting, building optimisation and business intelligence insights.
- Drive asset sustainability and efficiency strategies with service providers.
- Develop frameworks for implementation, measurement and verification of energy, water efficiency programs.
- Manage all utility and sustainability platforms, information and processes. NABERS and Greenstar program.
- Review and implement innovation in systems and processes to drive portfolio asset efficiency.
- Develop, implement and manage zero waste and indoor environment quality programs.

- Facilitate sustainability engagement and training for internal and external stakeholders.

Key challenges

- Influencing and engaging stakeholders to deliver on NSW government's sustainability policies.
- Providing accurate information to drive continuous improvements in resource efficiency.
- Performing a range of activities, given competing demands and priorities, whilst delivering outstanding customer service and adapting and assimilating information quickly to ensure outcomes are achieved.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Participate in discussions and decisions with regards to improving resource efficiency for Property NSW as its agency clients • Escalate issues and propose solutions • Receive guidance and provide regular updates on key tasks, issues and priorities
Work Team/Other Staff	<ul style="list-style-type: none"> • Support team members and work collaboratively to contribute to achieving team outcomes • Provide and receive feedback • Participate in meetings, share information and provide input on issues • Articulate resource efficiency requirement to the broader teams for delivery
External	
Vendors/Service Providers	<ul style="list-style-type: none"> • Liaise with suppliers • Administer contracts
Industry professionals/consultants	<ul style="list-style-type: none"> • Seek/maintain specialist knowledge/advice and collaboration on and keep up to date with industry best practice • Participate in forums, groups to represent the agency and share information
Customers/Stakeholders	<ul style="list-style-type: none"> • Respond to enquiries • Develop and maintain effective working relationships and open channels of communication • Report and provide updates on projects

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

Senior Manager - Energy and Sustainability Direct reports

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in engineering, sustainability, building services and design or other relevant discipline and/or equivalent experience
- NABERS Energy, Water, Waste Assessor; Greenstar Design and As Built or Interiors AP accreditation or willing to obtain accreditation
- NABERS IE and Climate Active accreditation or willing to obtain accreditation
- A current valid NSW Driver Licence, the role requires regional travel to our assets.

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<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 	Adept
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues 	Intermediate

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> Identify the facts and type of data needed to understand a problem or explore an opportunity Research and analyse information to make recommendations based on relevant evidence Identify issues that may hinder the completion of tasks and find appropriate solutions Be willing to seek input from others and share own ideas to achieve best outcomes Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Identify opportunities to use a broad range of technologies to collaborate Monitor compliance with cyber security and the use of technology policies Identify ways to maximise the value of available technology to achieve business strategies and outcomes Monitor compliance with the organisation's records, information and knowledge management requirements 	Adept
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Perform basic research and analysis to inform and support the achievement of project deliverables Contribute to developing project documentation and resource estimates Contribute to reviews of progress, outcomes and future improvements Identify and escalate possible variances from project plans 	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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	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	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 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