

Role Description

Sustainability Officer



Cluster	Transport
Agency	Sydney Metro
Division/Branch/Unit	Operations, Customer & Place-making / Environment, Sustainability & Planning
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	Grade 7
Role Number	51003954, 51003987
ANZSCO Code	232611
PCAT Code	1229192
Date of Approval	July 2018
Agency Website	www.sydneymetro.info

Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city.

Primary purpose of the role

The primary purpose of the role is to implement approved sustainability initiatives for Sydney Metro projects. The role works under direction of the Manager, Sustainability to incorporate sustainability practices standards, protocols and systems into all phases of the design and development of the Sydney Metro program and ensure their full compliance with statutory requirements.

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Provide technical expertise and advice on sustainability issues and review designs and management plans to support the implementation of high level sustainability policy and systems across the organisation
- Prepare briefing papers and reports and develop recommendations to the Manager, Sustainability to ensure alignment and compliance to the sustainability and environment strategic direction of Sydney Metro

- Undertake research and provide recommendations on best practice sustainability initiatives and programs to ensure continual improvement across the organisation
- Liaise with relevant stakeholder including private sector partners and state and local government agencies regarding sustainability issues to ensure Sydney Metro is strategically integrated with other transport systems and any local area plans
- Implement strategic solutions across an extensive range of environment, economic and social sustainability issues that impact significantly on Sydney Metro and affected local communities, to ensure issues are promptly addressed and satisfy all legislative and regulatory requirements
- Monitor and report on sustainability targets, measures and performance across projects to inform key issues, project status and performance against objectives

Key challenges

- Maintaining a sound knowledge of legislative and regulatory requirements relating to good sustainability practice, policies and procedures
- Working in a complex environment, requiring political astuteness in regards to social, environmental and economic issues
- Leading and influencing others to incorporate good sustainability practice whilst recognising the magnitude of the tasks, program and project time frames, complexity and level of stakeholder interest

Key relationships

Who	Why
Internal	
Manager, Sustainability and team	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities • Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes
Integrated project teams and wider Sydney Metro Office	<ul style="list-style-type: none"> • Encourage the incorporation of good sustainability practice • Build collaborative working relationships
External	
TfNSW and other Transport operating agencies	<ul style="list-style-type: none"> • Build collaborative working relationships and exchange information on sustainability and environmental best practice
Key external stakeholders, suppliers and private sector partners	<ul style="list-style-type: none"> • Ensure Sydney Metro is strategically integrated with other transport systems and any local plans • Build collaborative working relationships

Role dimensions

Decision making

The role operates with a high level of autonomy, while establishing operational priorities in consultation with the Manager, Sustainability. The position holder is expected to deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided.

Reporting line

Sydney Metro operates under a matrix reporting model across functional and implementation groups, or project workstreams

The role reports to the Manager Sustainability

Direct reports

The role has no direct reports

Budget/Expenditure

The budget/allocation for the role will be confirmed

Essential requirements

Proven experience in sustainability and sustainability best practices in complex operating environments associated with major urban development or infrastructure projects

Demonstrated capacity to implement sustainability policy, procedures and measures, including monitoring/reporting mechanisms, practices and the processes and practices involved in compliance for delivering on major infrastructure projects.

Tertiary qualifications in environmental management, sustainability management and practice, planning, engineering or similar





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	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	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 Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	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
Relationships Work Collaboratively	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 Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Understand project goals, steps to be undertaken and expected outcomes• Prepare accurate documentation to support cost or resource estimates• Participate and contribute to reviews of progress, outcomes and future improvements• Identify and escalate any possible variance from project plans