

Role Description

Sustainability Officer

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Infrastructure Planning/Sustainability
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Ongoing
Role Number	IP023,IP112,IP113
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	
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

Assist in the delivery and development of state-wide sustainability programs for SINSW infrastructure that are compliant with organisational and legislative requirements, are engaging and supported by relevant stakeholders and are optimised to achieve sustainability outcomes.

Key accountabilities

- Assist in the development, implementation and promotion of high quality state-wide sustainability programs to support positive environmental, economic and social outcomes.
- Support the implementation of effective program management by assisting in the preparation of high quality plans and briefs to management, and by tracking project progress through effective project records management.
- Ensure all procurement in relation to projects adhere to departmental policy and guideline and represents value for money in terms of the outputs delivered.
- Review and monitor the ongoing effectiveness, relevance and responsiveness of systems, processes and procedures to state-wide sustainability programs.

- Prepare and provide input into the preparation of reports, submissions, briefing notes, ministerial correspondence and learning materials on a range of sustainability issues as required.
- Assist in the co-ordination and preparation of the department's annual Government Resource Efficiency Report content and contribute to the design, content and technical specifications of information provided on the Educational Facilities Standards and Guidelines (EFSG) and SINSW intranet.
- Represent and advocate state-wide sustainability program interests on a range of forums.

Key challenges

- Understanding the complexities of impacting issues in an operational context, developing and recommending innovative solutions and escalating issues when required.
- Tracking project status and performance across a wide scope of projects that are implemented in a geographically dispersed catchment area.
- Consulting and engaging with a broad range of users and stakeholders including schools, builders, designers, engineers, IT specialists.

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.
Manager	<ul style="list-style-type: none"> • Support the team manager to research current and developing sustainable innovations suitable for a school environment.
Team members	<ul style="list-style-type: none"> • Support other members of the team to ensure delivery of current and future projects.
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	
External consultants	<ul style="list-style-type: none"> • Provide advice to aid with the sustainable design and implementation of major and minor works.
Contractors/developers	<ul style="list-style-type: none"> • Provide advice to aid with the sustainable design and implementation of major and minor works.

Role dimensions

Decision making

Works with limited supervision and guidance to achieve overall work commitments developed in agreement with Manager, Sustainability.

Acts independently to determine day-to-day priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.

Reporting line

Manager, Sustainability

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant tertiary qualification and/or knowledge of the operational and strategic requirements for successful delivery of state-wide sustainability programs.
- Proven project management skills including the demonstrated ability to deliver agreed outcomes, and demonstrated time management and organisational skills, with proven ability to prioritise competing demands.
- Knowledge of and commitment to the department's Aboriginal education policies.
- Flexibility to travel state-wide locations.
- Valid driver licence.





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	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond in a reasonable way • Work through challenges • Stay calm and focused in the face of challenging situations
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • 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 a high level of personal motivation

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Results Deliver Results	Adept	<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	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects