

Position Description – Sustainability Coordinator

Updated 08/10/26

POSITION DETAILS

Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Head of Sustainability
Classification	Higher Education Officer Level 6
Employment Type	Continuing, full-time

POSITION SUMMARY

Reporting to the Head of Sustainability and operating under general to broad guidance, the Sustainability Coordinator coordinates sustainability projects, engagement activities and operational support across the University. The position supports implementation of Flinders University's 2030 Sustainability Strategy through practical initiatives, stakeholder collaboration and continuous improvement.

The role spans a broad range of sustainability priorities and initiatives, including climate, biodiversity, resource recovery, sustainable food systems, water efficiency and reuse, sustainable transport, sustainable procurement, communications, events, community engagement, reporting, and sustainability team administration and governance.

Working collaboratively with staff, students, academic areas and external partners, the position helps embed sustainability into University operations, decision-making and campus life.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence
- demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

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Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

KEY POSITION RESPONSIBILITIES

The Sustainability Coordinator is accountable for:

1. Coordinating sustainability initiatives that support the University's 2030 Sustainability Strategy, including planning, implementation, stakeholder engagement, budgets, timelines and evaluation.
2. Developing and delivering sustainability engagement programs, communications and events that encourage staff and student participation, behaviour change and wider community involvement.
3. Supporting climate, biodiversity, resource recovery, water efficiency, sustainable procurement and transport and other environmental initiatives through project coordination, working groups, stakeholder collaboration and practical implementation.
4. Collaborating with academic staff, students and external partners to support sustainability-related teaching, research, experiential learning, community projects and partnerships.
5. Coordinating sustainability governance and working group activities, including meetings, documentation, action tracking, stakeholder engagement and progress reporting.
6. Supporting sustainability team administration and operational activities, including procurement, financial administration, contract coordination, records management and project documentation.
7. Contributing to sustainability monitoring, reporting and continuous improvement through information collection, evaluation of project outcomes, communication of achievements and development of practical resources.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree in sustainability, environmental management, environmental science, communications or a related discipline, with subsequent relevant experience, or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience coordinating sustainability, environmental or organisational improvement projects, including managing activities, budgets, timelines, stakeholders and deliverables.
- Sound understanding of contemporary sustainability principles and practices, including climate change, biodiversity, resource efficiency and sustainable organisational operations.

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- Well-developed interpersonal and stakeholder engagement skills, including demonstrated ability to build productive relationships and work collaboratively with diverse internal and external stakeholders.
- Demonstrated experience coordinating engagement activities, communications, workshops, events or behaviour change initiatives.
- Well-developed written communication skills, including preparing reports, project documentation, digital communications, educational resources and other materials for diverse audiences.
- Demonstrated organisational, administrative and problem-solving skills, including managing competing priorities, maintaining accurate records and supporting procurement, financial or operational processes.
- Experience implementing sustainability initiatives within a university, public sector or similarly complex organisation, including community engagement or multidisciplinary collaboration (*desirable*).



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