

Position Description – Sustainability Officer (Graduate)

Updated 6/02/2023

POSITION DETAILS

Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Principal Sustainability Strategist
Classification	Higher Education Officer Level 5
Employment Type	Fixed-term, full-time

POSITION SUMMARY

Reporting to the Principal Sustainability Strategist under general guidance, the Sustainability Officer will support the development, maintenance, and improvement of the University's sustainability program, as well as support the University on strategic and operational sustainability matters. The primary purpose of this position is to support Flinders University's journey to become a more sustainable institution and become Climate Positive, including integration of sustainability in operations and leading internal engagement. The role also supports sustainability projects, including the University's sustainability progression concerning external reporting, grants, and submissions. Moreover, this role is responsible for facilitating the Sustainability Advisory Group.

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, Excellence, and the underlying ethos of being Student Centred;
- 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, helping team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture that values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner that 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.

Flinders University will require a National Police Certificate, which is satisfactory to the University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Sustainability Officer is accountable for:

- Supporting sustainability projects and initiatives across the organisation, with a focus on implementation and engagement.
- Maintaining collection, collation, and reporting of sustainability data for reporting and submissions, including Tertiary Education Facilities Management Association (TEFMA) reporting and Sustainability Tracking, Assessment & Rating System™ (STARS®).
- Identifying and applying for grants and applications for sustainable projects, submissions, and recognition and administering any internal sustainability grant processes.
- Facilitating the Sustainability Advisory Group, including supporting and organising meetings.
- Interfacing with communications teams to produce collateral, communications, and related media.
- Engaging with the University community to deliver internal sustainability initiatives to embed sustainability into operations, projects, and programs.
- Providing information and advice and communicating sustainable practices to the community on environmental issues and initiatives.
- Coordinating campus and site audits as required. This includes improving the waste collection systems and liaising with contractors across the University.
- Supporting the University in implementing environmental initiatives, including student and employee orientation, outreach campaigns, and practical support projects.
- Consulting with academic and general staff as required to support projects and related strategies.
- Acquiring knowledge of current best practices, innovations, sustainability tools and government initiatives in supply chain and procurement, energy and emissions, climate adaptation, waste and recycling, water, built environment and natural environment.
- Conducting other responsibilities aligned with the position level as assigned by the Supervisor and the University.

KEY POSITION CAPABILITIES

- Degree-qualified in environmental management, sustainability, or environmental engineering or an equivalent combination of experience and/or education and/or training in environmental management, sustainability, or environmental engineering.
- Comprehensive understanding of current global, national and state issues with respect to environmental sustainability and resource management.
- Proven capability and skills in developing systems and processes to collect, manage and report sustainability data.
- Effective to well-developed interpersonal and oral communication skills, with demonstrated capacity to cooperate and communicate effectively with people at all levels, internal and external to the University.
- Expertise in providing advice to staff, students or the community on sustainability-related matters.
- Effective to well-developed written communication skills, including experience in developing policies, plans and standards.
- Demonstrated ability to work individually or as a team member within strict timeframes.
- An understanding of the Australian higher education sector (*desirable*).