Sustainability Project Officer
POSITION DESCRIPTION



Position Number:	3954
Department:	Communities & Lifestyle
Section:	Growth & Community Partnerships
Unit:	Environmental Sustainability
Position Status:	Fixed Term Full Time
Classification:	Level 5 – Rockhampton Regional Council Internal Employees Certified Agreement 2025
Reports To:	Coordinator Environmental Sustainability
Revised:	October 2026

General Position Statement

This position supports the delivery of Council's sustainability programs and projects to achieve organisational sustainability objectives and contribute to Council's Corporate Plan, Sustainability Strategy and other strategic priorities. Working collaboratively across Council and with external stakeholders, the position delivers projects that enhance organisational performance and strengthen community, environmental and economic resilience across the Region. A key focus of the role is supporting the implementation and continual improvement of Council's Climate Risk Management Plan and Corporate Emissions Reduction Program, including the coordination of projects, reporting, partnerships and initiatives that strengthen organisational resilience and assist Council to meet its legal and other obligations. Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities:

- Work closely with key Council stakeholders to support the development and implementation of sustainability policy, strategy and plans which meet Council's strategic objectives.
- Plan and deliver a wide range of environmental sustainability initiatives for Council, in line with relevant legislative obligations and Council commitments.
- Carry out research and analysis to provide specialist advice on a broad range of environment and sustainability matters.
- Prepare funding submissions to support a range of environment and sustainability initiatives of benefit to Council and the community.
- Prepare documentation, key performance indicators, targets and timeframes relating to the delivery of programs and projects.
- Stay abreast of new and emerging opportunities and best practice in sustainability approaches and changes in national and state government policy.
- Maintain effective networks with relevant internal and external stakeholders and collaborate to progress priority sustainability initiatives.
- Drive sustainability awareness and action within Council and the broader community and contribute to targeted sustainability behaviour change activities.



- Facilitate internal and external workshops and activities relating to Council's environmental sustainability programs.
- Liaise with Media and Communications to ensure that sustainability materials are integrated and consistent with the corporate approach.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies:

Skills/Competencies

- Technical Skills – Working knowledge of relevant legislation, policies and procedures pertaining to Local Government and the ability to proactively identify emerging environment and sustainability risks and opportunities.
- Project Management – Demonstrated capacity to manage multiple tasks and projects with tight timeframes.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role. Strong conflict resolution and negotiation skills. Demonstrated ability to research and draft replies to correspondence, reports and other such documentation in well written plain English.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to Change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Operate Systems - Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (ECM) and the MS Office Suite.

Qualifications and Experience

- Tertiary qualifications and/or work experience relevant to the duties of the position (sustainability, behaviour change, environmental management, sustainable development, climate-risk management, project management or related disciplines).

Desirable Qualifications and Experience

- Experience in a local or state government environment.
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and



as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	