

Climate Risk and Resilience Advisor

POSITION DESCRIPTION



Position Number:	3954
Department:	Communities & Lifestyle
Section:	Growth & Community Partnerships
Unit:	Environmental Sustainability
Position Status:	Fixed Term Full Time
Classification:	Level 6 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Coordinator Environmental Sustainability
Revised:	July 2026

General Position Statement

The Climate Risk and Resilience Advisor plays a critical role in supporting Council's long-term financial sustainability, service continuity and resilience objectives. Guided by the Climate Risk Management Framework for Queensland Local Government and Council's Climate Risk Management Plan, the position provides specialist support to facilitate Council's whole-of-organisation approach to identifying and managing climate-related risks and opportunities. Working collaboratively across Council and with external stakeholders, the position supports the protection of community assets, operations, services and liveability by embedding climate risk considerations into governance, strategic planning, asset management, project delivery and decision-making across the organisation. The position facilitates targeted climate risk assessments, organisational capability building, resilience planning, funding development and implementation of priority mitigation and adaptation initiatives, while supporting continuous improvement in Council's climate risk management maturity. The position directly contributes to the delivery of Council's Corporate Plan, Sustainability Strategy and Climate Risk Management Plan, helping ensure the organisation is better prepared to manage current and future climate-related risks and opportunities.

Specific Responsibilities

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

- Facilitate implementation of Council's Climate Risk Management Plan and support local delivery of the Climate Risk Management Framework for Queensland Local Government.
- Facilitate Council's climate risk management and resilience program, ensuring alignment with Council's Corporate Plan, Sustainability Strategy and relevant strategic priorities.
- Support implementation of Council's Corporate Emissions Reduction Plan and related emissions reduction initiatives where they contribute to climate risk mitigation, organisational resilience and broader sustainability objectives.
- Research, analyse and provide specialist advice on climate-related risks, opportunities, emerging trends, legislation, policy and best practice relevant to local government.
- Facilitate climate risk and opportunity assessments, workshops and associated action planning processes across Council.
- Support the development, implementation and ongoing review of climate risk assessments, risk registers, resilience plans and adaptation initiatives.

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- Work collaboratively across Council to embed climate risk and resilience considerations into governance, strategic planning, asset management, project delivery, operational planning, service delivery and decision-making processes.
- Assess Council's governance, risk management and decision-making processes against recognised climate resilience and governance frameworks and identify opportunities to strengthen organisational capability and maturity..
- Prepare high-level plans, business cases, briefing notes, reports and other strategic documentation to inform decision-making and secure investment in climate-risk management and resilience initiatives.
- Coordinate and facilitate workshops, training programs and capability-building initiatives that improve organisational awareness, climate literacy and resilience-focused decision-making.
- Provide detailed briefings and advice to Managers and Councillors on climate risk and resilience matters.
- Utilise strategic, systems and risk-based thinking to identify and analyse risks and opportunities, and recommend practical actions that improve organisational resilience and long-term sustainability.
- Develop and maintain productive relationships with internal stakeholders, government agencies, regional partners, industry representatives, consultants, funding bodies and community organisations.
- Negotiate with a broad range of stakeholders to achieve positive outcomes for Council and the Region.
- Demonstrate a high degree of judgement, initiative, professionalism, confidentiality and sensitivity.
- Participate in activities that contribute to the development and delivery of complementary projects within the Growth & Community Partnerships Section and more broadly across Council.
- Refer matters that may impact upon the business, Council and employees to the relevant Manager.
- Undertake other relevant duties as directed, consistent with the skills, competence and training required of the position.

Position Requirements

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

Skills/Competencies

- Demonstrated knowledge and understanding of climate risk management, mitigation, adaptation and resilience and risk reduction principles, particularly within the local government context.
- Demonstrated ability to research, analyse and interpret complex information, emerging issues, legislation, policy, data and best practice, and translate findings into practical recommendations and actions.
- Highly developed written, verbal and interpersonal communication skills, with the ability to communicate complex and technical concepts clearly and effectively to a broad range of audiences.
- Demonstrated ability to prepare high-quality reports, briefing notes, business cases, plans and other strategic documentation for internal and external stakeholders.
- Demonstrated experience in facilitating workshops, collaborative planning processes and stakeholder engagement activities involving complex subject-matter and diverse participant groups.
- Demonstrated ability to influence, coordinate and facilitate organisational change outcomes across multiple teams and business units.
- Demonstrated understanding of governance, risk management and decision-making frameworks, with the ability to identify opportunities to strengthen organisational maturity, capability and resilience.

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- Demonstrated analytical, problem solving and systems-thinking skills, with the ability to identify vulnerabilities, interdependencies, risks and opportunities across complex organisational environments.
- Demonstrated project management capability, including coordinating multiple projects, priorities, stakeholders, deliverables and competing deadlines.
- Demonstrated knowledge of local government functions, legislation, policies, strategic planning and operational processes, with the ability to identify emerging issues and or risks affecting Council.
- Ability to use sound judgement, initiative, discretion and professionalism when dealing with sensitive and complex matters.
- Ability to identify, understand and manage risk so that work can be delivered safely, effectively and to the required standard.
- Ability to adapt to changing priorities, technologies, organisational requirements and emerging challenges.
- Commitment to continuous improvement, professional development and building the capability of others through knowledge sharing and collaboration.
- Commitment and ability to participate in safety programs that support safety, health and wellbeing in the workplace.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway, MS Office Suite and other relevant systems as required.

Qualifications

- Qualifications in climate risk management, sustainability, planning, asset management, strategic risk management, organisational change and/or equivalent demonstrated experience in a related discipline.

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*.

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level Transitioning to Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

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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:	General Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.

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Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.