



Position Specification

Position Title:	Sustainability Engineer, Transport and Environment
Unit:	Environment
Reports To:	Manager, The Environment
Accountable To:	Manager, The Environment
Position Grade:	Grade 12

Prepared By:	Manager, The Environment
Approved By:	Group Manager, Environment and Planning
Employees Signature:	

BUDGET

Direct	
Operating Expenditure:	Nil
Capital Expenditure:	Nil
Indirect	
Operating Expenditure:	Nil
Capital Expenditure:	Nil
Delegated Purchasing and Payment Limit	Nil
Staffing	
No. of Staff (Direct Reports)	None
No. of Staff Monitoring (Indirect Reports)	None

PRIMARY OBJECTIVES

- Provide advice on strategic transport and traffic issues affecting the Ryde local government area with a particular focus on regional traffic issues, transport infrastructure planning and replacement, public transport options, bicycle planning, car parking, public education and planning of traffic related improvements to ensure access to all desired locations for all population groups by the facilitation of various modes of transport.

- Helping to define the organisations overall commitment to continual improvement of environmental performance, in accordance with the City's Management Plan objectives and key performance targets.
- Communicating the City's environmental performance to the local community, government and non-government organisations.
- Helping to meet the City's legislative and due diligence responsibilities, particularly with regard to the integration of ESD in decision-making (social, environmental and economic) and the development and implementation of a sustainability strategy for the City and a statutory framework for the delivery of sustainable transport outcomes.
- Provide ongoing leadership, management and coordination of complex, diverse and sensitive projects in corporate sustainability strategy and policy
- Capacity building via, the provision of training for City of Ryde officers on such things as DA assessments on energy efficiency, water sensitive urban design, ecologically sustainable development, etc.
- Be a point of contact for community, industry and students requesting advice and consultation on environmental matters (environmental liaison, training and education).
- Actively promote sustainable procurement and staff environmental education and participate in each of the following steering committees:
 - Cities for Climate Protection Community Advisory Committee
- Implement strategic environmental sustainability initiatives throughout the organization and the local business community

KEY ACCOUNTABILITIES

- Develop and implement integrated environmental policies, programs and guidelines, which provide a coherent framework for the continual improvement of strategic environmental performance and the sustainable management of City of Ryde.
- Prepare and review the City's policies relating to transport and traffic issues and develop a transport management statutory framework to deliver sustainable transport outcomes on areas such as car-parking, public transport options, resident parking schemes, traffic management plans, bicycle ways, transport infrastructure planning and replacement.
- Advise and assist Group Managers, Service Unit Managers and Team Leaders in relation to achieving the City's corporate sustainability goals and objectives of the Management Plan

- Communicate and liaise with key internal and external relationships and negotiate with stakeholders to achieve environmentally strategic outcomes, including programs designed to improve local small and medium business sustainability.
- Provide expert advice, direction and leadership to City staff and external consultants engaged in meeting strategic environmental outcomes, and provide direct support to City activities.
- Lead, coordinate and manage specific environmental project and multi-disciplinary project teams to achieve the required outcomes and comply with legislation, awards and City policies.
- Integrate project activities and outputs with the activities of the various City Service Units to ensure coordinated solutions are achieved.
- Develop project plans, key performance indicators and performance management arrangements relevant to the project and the Service Units.
- Assist the Urban Planning Group in the preparation of environmental planning instruments, development control plans, Master Plans and City codes, and policies by incorporating effective environmental management initiatives and sustainable transport outcomes into related documents.
- Support ongoing learning and assist capacity building of City of Ryde staff through the provision of expert advice, support and training on strategic environmental matters
- Identify environmental grant opportunities relating to corporate sustainability, prepare grant applications and administer projects where grant application has been successful
- Represent the City of Ryde on various internal and external environmental committees, working groups, organizations and in regional transport related communities.
- Prepare briefs for selected corporate sustainability initiatives and various transport and traffic related studies and manage consultant services, as required
- Undertake community education and promotion of the City's environmental performance and environmental activities including transport and traffic issues.
- Directly respond to customer enquiries and action requests in a prompt and professional manner
- Preparation of reports on relevant environmental planning issues such as consideration of environmentally sensitive development proposals issues, as required.
- Other duties as required by the Manager, The Environment

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies procedures and instructions and work method statements where appropriate. You are also responsible for the following:

Occupational Health & Safety

- reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;
- performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- actively participating in OHS training when required;
- wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- taking care of any plant or equipment that they use;

Injury Management

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);
- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

Risk Management

- Maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- participating in workplace inspections if required;
- participating in risk assessments with their Team Leader when required.

EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

As a staff member

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;
- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and
- fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

SELECTION CRITERIA

Essential

- Tertiary qualifications in environmental management, environmental science, environmental engineering, environmental planning or related discipline and relevant transport management qualifications or equivalent.
- Extensive experience in strategic environmental and sustainability policy development, transport planning, and management with a strong focus on strategic outcomes.
- Demonstrated understanding of environmental legislation relevant to local government
- Strong interpersonal, communication (oral and written) and quality customer service skills.
- Demonstrated ability to research, develop, implement, coordinate and manage a wide range of environmental projects and responsible within deadlines
- Demonstrated computer literacy including Microsoft applications
- Demonstrated commitment to OHS and EEO principles and practices
- Class C Drivers Licence

Desirable

N/A