

Environmental Sustainability Coordinator

JOB SPECIFICATION

1 BROAD PURPOSE OF POSITION

The Environmental Sustainability Coordinator (ESC) contributes to the achievement of Authority's business outcomes by providing co-ordination, evaluation, administrative, environmental audit, accreditation, and project support. This includes ISO14001 accreditation and Environmental Management System document related support.

The Environmental Sustainability Coordinator reports directly to the Environment and Project Manager (EPM) and engages with all stakeholders to develop and embed policy and practices that reduce Adelaide Cemeteries' carbon footprint.

2 OUR VALUES

The Adelaide Cemeteries fulfils a unique role within the community. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what we stand for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries employee "lives and breathes" our Organisational Values.

Our Values are:

- Courageous:** Say what we believe in and be willing to challenge and be challenged.
- Honest:** Be open, transparent and invite constructive feedback.
- Accountable:** Own our actions.
- Respectful:** Feel empathy, be considerate and willing to help.
- Trusting:** Have confidence in the ability of others.

3 KEY OUTCOMES

3.1 Environmental and Sustainability Awareness

Develop meaningful engagement with all employees to commit to demonstrate behaviours in the following areas:

- 3.1.1 Support development of natural ecosystems
- 3.1.2 Conserve water
- 3.1.3 Conserve and improve efficient use of fuel, power/energy
- 3.1.4 Reduce, reuse and recycle
- 3.1.5 Practice sustainable purchasing in accordance with procurement guidelines
- 3.1.6 Use sustainable transport, plant and machinery
- 3.1.7 Reduce paper and print usage
- 3.1.8 Provide support and guidance to host sustainable events

3.2 Accreditation and Compliance

- 3.2.1 Coordination and completion of audits
- 3.2.2 Support & assist auditees to prepare corrective action plans
- 3.2.3 Information gathering and analysis for related plans and reviews
- 3.2.4 Identifying and resolving problems related to audits or non-conformances
- 3.2.5 Determining system improvements and implementing change.

3.3 Environmental Management Steering Committee (EMSC)

- 3.3.1 Preparation of EMSC documentation and recording systems.
- 3.3.2 Develop guidelines and training, ensuring compliance with relevant legislation and regulations.
- 3.3.3 Development of related vendor and contractor management systems.
- 3.3.4 Participate as a member and contribute to the Environmental Management Steering Committee (EMSC)

3.4 Learning and Development

- 3.4.1 Facilitating and delivering environmental training sessions to ensure staff and volunteers undertake their role using environmentally sustainable practices.
- 3.4.2 Collaborate with People and Culture to engage providers to deliver a broad range of environmental training relevant to operational delivery.

3.5 General

- 3.5.1 Provide support to Team Leaders/Management to develop the delivery of environmentally sustainable sites. Including sharing of knowledge with Contractors/Labour Hire.
- 3.5.2 Coordinate environmental initiatives.
- 3.5.3 Purchasing in accordance with the Authority's procurement policy, guidelines, and procedures.
- 3.5.4 Any other duties as agreed and required.

4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

- 4.1 Develop and maintain cohesive and productive relationships with all stakeholders.
- 4.2 Work collaboratively across all departments to deliver agreed projects.
- 4.3 Coordinate, research and draft reports, manuals, handbooks as agreed.
- 4.4 Significantly contribute to the development and implementation of best practice organisational administration systems
- 4.5 Administration of organisation plans and supplementary information

5 ADDITIONAL ORGANISATIONAL REQUIREMENTS

- 5.1 A willingness and flexibility to working some out of hours work is required.
- 5.2 Undertake Internal Auditor training to ISO:45001
- 5.3 A flexible approach to the taking of leave is required.
- 5.4 A current full driver's license without endorsed limitations.
- 5.5 Participate in an approved performance management program.
- 5.6 The incumbent will be required to submit to a police offender history check.
- 5.7 Commitment to the principles and practices of ethical conduct, equity, and respectful behaviour within the workplace.
- 5.8 Continuous improvement and quality assurance.
- 5.9 High quality, sensitive customer service delivery standards.

6 WORK HEALTH SAFETY REQUIREMENTS

- 6.1 Take reasonable care of the health and safety of yourself and others. You must cooperate with the Authority in their efforts to comply with Work Health & Safety requirements
- 6.2 You should not undertake any task unless you have been adequately trained and are qualified in accordance with Work Cover and other requirements to undertake the task
- 6.3 Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be carried out by all employees and contractors
- 6.4 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public
- 6.5 Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate worker to ensure that the situation does not recur.

7 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of the Authority's Environmental Management Plan by complying with the Authority's environmental policies and by taking appropriate action regarding in areas such as:

- Being able to articulate and share the requirements of the Environmental Management System
- Participating in environmental awareness training when required to do so
- Champion environmental awareness training throughout the organisation
- Minimising power and lighting requirements as much as practicable
- Minimising the generation of waste from business operations
- Consider environmental life-cycle criteria when making procurement/purchases
- Recycling office consumables such as paper, toner cartridges, cardboard
- Recycling glass and steel materials where possible
- Safe recycling through a suitably qualified contractor for all products where practicable
- Make suggestions for continual improvement activities.

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Employee

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Manager

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- A Degree in Environment or Sustainability and some relevant experience **OR** less formal qualifications with substantial experience.
- Demonstrated experience in developing programs to facilitate action on climate change and deliver outcomes for sustainability
- Demonstrated experience in communicating complex information to a range of audiences and stakeholders.
- Experience in maintaining greenhouse gas and water inventories, monitoring progress towards emission reduction targets, and identifying opportunities for reducing emissions and improving resource efficiency

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Ability to build and maintain key relationships including sound communication, negotiation and influencing skill
- Effective organisation and administration, including intermediate IT skills
- Proficient report writing skills
- Demonstrated experience in the application of policies, procedures, and legislation
- Ability to work independently to achieve results while prioritising competing deadlines
- Proven ability to exercise confidentiality, initiative, and discretion
- Ability to foster positive working relationships with diverse groups and individuals
- Ability to work autonomously while planning and prioritising work appropriately
- Current SA drivers' licence and ability to provide satisfactory and on-going Police Checks

Desirable

- Experience working in a cemetery environment
- Broad understanding of the functions and services of the Adelaide Cemeteries.