

CLIMATE CHANGE PROJECTS OFFICER

POSITION DESCRIPTION



THE POSITION

We are on a journey to reduce our carbon emissions to net-zero by 2035 at the latest. If you want to be a part of this journey and help drive innovation and change – this is the role for you.

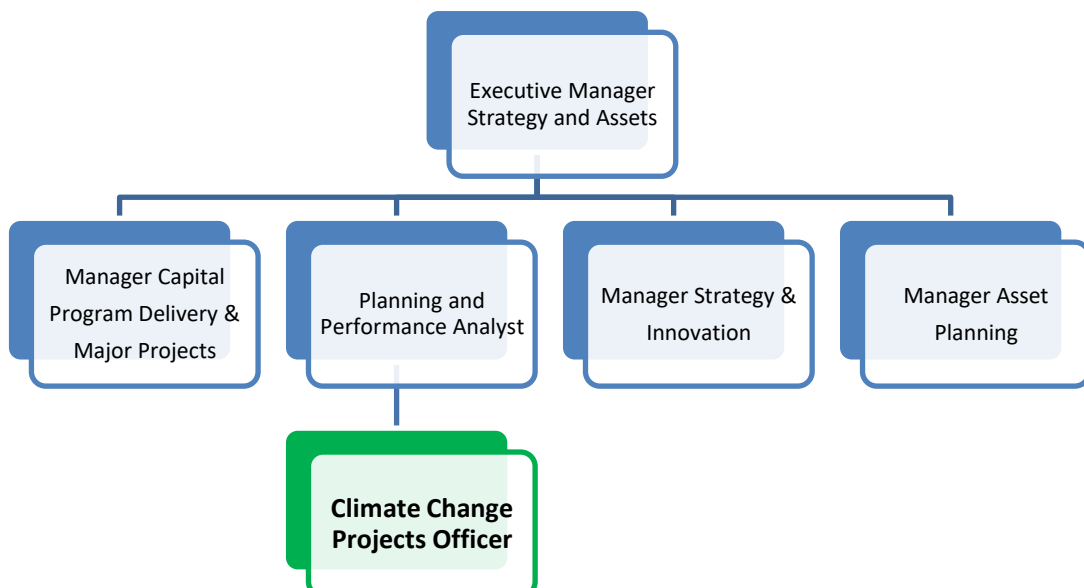
The **Climate Change Projects Officer** is accountable for:



Woodglen Water Treatment Plant Solar Array

- Implementation of the Climate Change Strategies with a key focus on our pathway to 2035 Net-Zero
- Work with relevant stakeholders to coordinate community or regional projects
- Identifying ways to improve energy efficiency, environmental monitoring and ensuring a reduction of carbon emissions across our activities.
- Provide input into project/planning ensuring climate risks and controls are considered throughout asset life-cycle
- Assisting the Planning and Performance Analyst with monitoring and reporting on several business performance measures.
- Supporting project delivery through early involvement in regards to emissions management and climate adaption requirements
- Provide support as required to the greater Strategy and Assets team

The role will also provide support for internal and external reporting including data analysis, dash board reporting, collating various regulatory reports and driving reporting efficiency.



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CORE RESPONSIBILITIES

A detailed look into what you will be doing day to day:

RESPONSIBILITY	
Emissions Reduction and Energy Efficiency	<ul style="list-style-type: none"> To regularly monitor and report on greenhouse gas emissions (including annual reporting) against nominated targets. To work with business areas to identify the potential for efficiency improvements. Regularly monitor solar system performance and coordinate rectification of issues
Climate Adaptation	<ul style="list-style-type: none"> Manage climate change vulnerability and risk assessments Provide input into project/planning ensuring climate risks and controls are considered throughout asset lifecycle
Climate Change Strategy	<ul style="list-style-type: none"> To collaborate across the business in the development and implementation of our Climate Change Strategy. To prepare the case for sustainable energy solutions, in particular, assessing the potential for low carbon technologies. Supporting the development of strategic plans across the business to develop future pricing submissions.
General Reporting	<ul style="list-style-type: none"> Produce papers, reports and presentations for Board or relevant sub-committees - including Corporate plan reporting Input into various annual reports
Energy and Emissions monitoring & reporting	<ul style="list-style-type: none"> Support the implementation of monitoring systems to allow for timely reporting and analysis Support IT with implementation of Data and ICT Strategy
Electricity Contract Management	<ul style="list-style-type: none"> To communicate with electricity suppliers to resolve issues such as billing errors and demand tariff changes. To work with the Business Department to develop and maintain an energy database to assist with bill validation, presenting of utility recharges, budgeting and forecasting
Project Delivery	<ul style="list-style-type: none"> To scope emissions reduction projects and handover to the Capital Delivery Group (including taking the Project Sponsor role as required). Provide support to project planning through data requests or review of documentation
Community Projects	<ul style="list-style-type: none"> Work with relevant community groups or other organisations to coordinate emissions reduction or climate adaptation projects Ongoing management of existing community project leases, agreements and relevant systems
Industry Involvement	<ul style="list-style-type: none"> Participating in knowledge sharing forums. Attend webinars, training sessions to explore possible opportunities Participate in relevant industry reviews
Data Analytics & Reporting	<ul style="list-style-type: none"> To produce, present and explain reports on energy related projects, financial performance and carbon reduction achievements. To collate data and manage inputs to various regulatory reports To undertake data analysis and develop meaningful internal data reports and dashboards on a range of issues as required by various business units;

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RESPONSIBILITY	
	<ul style="list-style-type: none">To identify efficiencies in data collection, analysis and reporting.
Communication, Training & Networking	<ul style="list-style-type: none">To keep open lines of communication internally and to the wider industry on energy issues.To conduct staff training and school education programs as required.
Resource Management	<ul style="list-style-type: none">Managing other staff resources as required in a respectful and effective manner.
Health, Safety and Environment	<ul style="list-style-type: none">Ensuring activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Teamwork	<ul style="list-style-type: none">Providing general support and assistance to the broader Strategy & Assets team.Carrying out other functions and tasks as required to support the successful operation of the Strategy and Assets team.Working collaboratively and respectfully with all staff across our business.Working in line with our corporate values and behaviours.
Records Management	<ul style="list-style-type: none">Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system.

KEY ACCOUNTABILITIES

The Climate Change Projects Officer is required to work with various staff across the organisation and externally to enhance energy and reporting management at East Gippsland Water and achieve savings across the business.

The Climate Change Projects Officer is expected to carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and considers the Corporation's commitment to environmentally sustainable ways of working.

SELECTION CRITERIA

We are looking for:

1. A degree in engineering, science or equivalent relevant tertiary qualification combined with relevant & practical experience.
2. An understanding of sustainability principles and operations and maintenance.
3. Experience in data collation, analysis and reporting.
4. Ability to analyse and collate information to prepare reports to a high standard for internal and external use.
5. Excellent interpersonal skills ensuring the ability to manage and communicate with individuals at all organisational levels combined with the ability to effectively engage with community stakeholders.
6. A positive attitude toward personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

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SKILLS & EXPERIENCE

Specialist Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> Ability to analyse data from disparate sources into meaningful information and reports Ability to innovate and develop non-standard solutions, new systems and procedures, to ensure efficiency of energy and the environment. Ability to carry out life cycle analysis for proposed plant, facilities and associated energy services, including where relevant comprehensive financial analysis. Ability to collate, analyse and report on data from a number of disparate sources Understanding of the connection between energy efficiency and greenhouse gas emissions reduction
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> Knowledge of the energy characteristics of pumps, buildings, treatment facilities and their associated systems. Strong skills in MS Office programs An understanding of the principles of climate change, and ability to apply them to water industry adaptation issues.
Management Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> Planning allocated tasks or projects. Exercise reasoning, judgement, interpretation and problem-solving skills. Ability to communicate with individuals and groups from various backgrounds.
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> Ability to be flexible and adaptable in a changing workforce and environment.
Interpersonal Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> Customer focus – actively seeks to meet customer needs whilst delivering high quality outcomes. Relationship building – forges useful partnerships across business areas, functions and organisations, and builds trust through consistent actions, values and communications. Integrity – inspires trust by treating all individuals fairly, and operates in a manner that is consistent with the organisation’s values, whilst upholding the Code of Conduct.
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> A commitment to the EGW values and behaviours.
Qualifications	<i>Required Qualification:</i>	<ul style="list-style-type: none"> Relevant tertiary qualification from a recognised university or equivalent (degree or diploma in engineering, science, or other relevant field).
Experience	<i>Desirable Experience:</i>	<ul style="list-style-type: none"> 3 or more years' experience in a relevant role. Experience in the water industry, utilities, local government or consultants to the water industry. Knowledge of renewable energy technologies.

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OCCUPATIONAL HEALTH & SAFETY

This position may comprise (but not be limited to) the following activities/hazards:

- Driving
- Relatively long periods of sitting and standing
- Keyboarding
- Photocopying
- Reading
- Telephone use
- Light manual handling (lifting/lowering boxes of stationery, reams of paper, infrequent relocation of office furniture, etc. Manual handling activities should not impose unreasonable expectations on the average person. However, personal judgment of capabilities will be expected and not exceeded.)
- Use of standard office equipment – computer, photocopier, shredder, facsimile, laminator, book binder
- Minor exposure to normal household chemicals
- Air-conditioned environment

Employees must be capable of fulfilling the requirements of the position with regard to these activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities or impairments unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

POSITION DETAILS

<i>Position Title:</i>	Climate Change Projects Officer	<i>Effective Date:</i>	November 2022
<i>Department:</i>	Strategy and Assets	<i>Job Location:</i>	Bairnsdale Office
<i>Reports To:</i>	Planning and Performance Analyst	<i>Supervises:</i>	Nil
<i>External Contacts:</i>	Consulting engineers, contractors, customers, general public, material and equipment suppliers, Department of Environment, Water, Land and Planning (DEWLP), East Gippsland Catchment Management Authority (EGCMA), East Gippsland Shire Council (EGSC), Essential Services Commission (ESC), other water corporations and other statutory bodies.		
<i>FTE Classification:</i>	1.0	<i>Position Number:</i>	New position
<i>Prepared By:</i>	Planning and Performance Analyst	<i>Approved By:</i>	Executive Manager Strategy and Assets