Position Description for
Climate Risk Officer

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| Text for revision in this document is shown in blue. This text should be developed in consultation with relevant business areas in Council and other stakeholders, where relevant. Some details such as timeframes or measures are highlighted for revision in yellow. Explanatory text and examples are provided in text boxes like this one. |

Position objective

1. Establish the context

Manage climate change risk management, implement emissions reduction and climate change adaptation projects, and support the sustainability aspirations of Council and the community.

Objectives may include the following:

* Support managers, councillors, and Council staff in their engagement with, and understanding of, existing or proposed climate change commitments.
* Update and/or develop sustainability policies, including climate change and emissions reduction policies.

Work with Council’s Planning Unit to incorporate ecologically sustainable development, sustainability policy, climate change adaptation and emissions reduction considerations into planning instruments.

2. Identify, analyse, and evaluate the risks

* Develop or update a Climate Change Risk Assessment and Adaptation Plan.

Interact and engage with the community about climate change. This may involve assisting with workshops or forums, newsletters, media, and public speaking to community groups, and responding to community questions on sustainability via the internet and phone.

3. Treat the risks

* Develop and implement climate change adaptation and resilience projects that reduce risk to the community and Council.
* Integrate climate change risk assessment findings and adaptation projects into Council asset management practices, general risk management processes and specific functional areas.
* Lead integration of climate change adaptation measures into major projects, the Council program of works, asset management and major Council investments.

Research and procure sustainable, low-carbon and climate-sensitive materials to support climate change adaptation measures and emissions reduction targets.

4. Monitor and review

* Develop a Monitoring and Evaluation Plan, and report outcomes of implementing climate change adaptation projects.

Provide input into continual improvement of Council’s sustainability processes in terms of its practices and procedures, and assist [Sustainability Projects Team Leader and Environment Manager] with collation of reporting data.

Duties and responsibilities

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| Depending on Council needs and staff capacity, the expected level of leadership and responsibility the officer should demonstrate may vary. Councils may wish to select from the below in accordance with their needs. These duties and responsibilities also provide an indication of the kind of functions that may be embedded into existing roles – for example, the corporate risk manager. The officer may have a leadership role, implementing the climate change risk assessment that has been undertaken, or may be tasked with development or substantive revision of the climate change risk assessment. |

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| Climate Risk Officer  | Assessment team/Climate Risk Officer  |
| Lead engagement with decision makersReview and endorse climate change risk assessment outputs Communicate climate change assessment outcomes to decision makersOversee development and implementation of the adaptation plan (enterprise scale)Lead integration of climate risk into existing risk frameworksMonitor and report on adaptation progress and climate risks, and escalate action when required Oversee maintenance of monitoring and evaluation procedures | Develop the scope of the climate risk assessmentComplete the NSW Local Government Climate Readiness Tool Lead delivery of climate change risk assessment and workshopsDocument climate change risk assessment outcomesLead development of the adaptation plan and economic appraisal of options, where relevant Engage stakeholders in development of priority adaptation actionsDevelop a Monitoring and Evaluation Plan, and establish baselines, where appropriate |

* Demonstrate commitment to delivering projects outlined in [link to any plans].
* Manage environment-related projects under capital and operational works program related to implementation of Council climate change adaptation projects.
* Demonstrate commitment to high customer service in dealings with the general public, external agencies, councillors, and other Council officers.
* Assist with recruitment procedures for new Council staff (as required). Where necessary, provide mentoring for new appointees in Council practices.
* Represent Council on a range of local and regional climate change and environmental forums.
* Liaise, consult, and work collaboratively with internal and external stakeholders.
* Manage own workload within agreed work and project plans.
* Take ownership of work, being flexible and adaptable, and making suggestions for new policies, strategies, or processes to improve Council performance.

Other duties as specified.

Essential requirements

* Demonstrated understanding of the principles of sustainability, emissions reduction measures, and climate change in terms of both mitigation and adaptation.
* Ability to research, deliver, promote, and evaluate climate change projects. These may cover a broad range of issues but will likely focus on energy and water conservation and efficiency, and adaptation actions relating to Council operations and asset management.
* High level of written and verbal communication skills, and interpersonal and negotiation skills, enabling liaison with all levels of government, business, community, and Council.
* Project management skills.
* A sound understanding of work health and safety.
* Knowledge of Council’s objectives and longer-term strategic directions.
* Sound organisational skills, including capacity to undertake and complete several tasks concurrently, maintain attention to detail and meet deadlines.

High-level computer literacy, including a sound understanding of Microsoft Office applications; and experience using word processing programs, databases, presentation programs and document tracking systems.

Desirable characteristics

* Knowledge of principles and standards relating to corporate governance and enterprise risk management.
* Tertiary qualifications in climate science, environmental science/engineering, sustainability, sustainable building, social sciences, risk management or related discipline.
* Ability to actively influence and create ownership across teams.
* Local government experience would be an advantage.

Targeted questions

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| To support recruitment, you may wish to request that respondents provide responses to the following targeted questions. |

Please provide up to 2 pages in response to the following questions. If you do not include responses to these questions, your application will not be considered.

* Provide an example of a time where you have had to adapt your communication styles and approaches. Why was it necessary? What did you do differently, and what was the outcome?
* Provide an example of a time at work when you had to complete a task or piece of work that you had limited experience in. How did you approach it, and what was the outcome?

References

Willoughby City Council. [Climate Change Project Officer position description](https://static.ethicaljobs.com.au/media/1557708565_xJFzj_.pdf)

Gannawarra Shire Council. [Climate Change Adaption Officer position description](https://www.gannawarra.vic.gov.au/files/assets/public/document-resources/jobs/pd_climate_chage_adapt_off.pdf)