



Sustainability and NRM Officer

POSITION DESCRIPTION

Position Number:	2632	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream A) Level 5 - Community & Environment Stream (Division 2, Section 1)
Business Unit:	Environment and Facilities	Reports To:	Coordinator Natural Resources Manager
Team:	Natural Resources Management	Revised:	14/05/2026

Human Resource Delegation:	Band NIL	Financial Delegation:	Band NIL
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General Position Statement:

This position supports Council's direction by being responsible for the competent and efficient provision, support and effective leadership of the sustainability function of Council. The role will also provide technical leadership and policy direction on matters of sustainability.

Specific Responsibilities:

This position has the following responsibilities:

1. Coordinate sustainability functions across Council to ensure compliance with statutory requirements and alignment with the Corporate Framework, governance, and strategic vision.
2. Lead and deliver sustainability projects and programs, including initiatives such as Reef Guardian, Q Coast 2100, and Queensland Climate Resilient Councils, ensuring timelines, outcomes, and legislative requirements are met.
3. Provide expert sustainability advice and stakeholder engagement, liaising with Council, management, staff, external stakeholders, and the community, including guidance on development proposals and planning schemes.
4. Develop and implement sustainability strategies, operational plans, and improvements, including identifying opportunities for carbon reduction, revenue generation, and continuous enhancement of service delivery and systems.
5. Manage and support team performance, including supervising staff, coordinating project teams, and fostering a high-performing, results-driven work environment.

6. Promote sustainability awareness and ensure organisational effectiveness, through community engagement programs, budget accountability, and maintaining current knowledge of sustainability trends and practices.
7. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.
8. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
9. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Specialist sustainability expertise, including strong knowledge of environmental management, legislation, planning schemes, policy development, and climate change adaptation and mitigation (including carbon accounting).
2. Experience in planning and program delivery, with demonstrated capability in developing, implementing, and presenting sustainability policies, projects, programs, and planning instruments within the Queensland local government environment.
3. Strong stakeholder engagement and communication skills, including the ability to deliver education, behavioural change initiatives, and produce clear, professional, plain English reports and advice.
4. Technical and analytical capability, including proficiency in relevant systems (GIS, record management, application systems, Microsoft Office) and a demonstrated ability to apply initiative, solve problems, and achieve strategic outcomes.
5. Leadership and organisational effectiveness, with proven ability in team leadership, building high-performing teams, and strong time management, planning, and organisational skills.

Mandatory Qualifications, Licences and Experiences

1. Tertiary qualifications relevant to the duties of the position (Environmental or Sustainability field or equivalent) and/or extensive experience relevant to the position.
2. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences, and Experiences

1. Experience in a local government environment.



Actions

1. **Values and Behaviours** – Behaviour aligned with Council’s Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council’s Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council’s Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a “C” Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM 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 knowledge library.





Sustainability and NRM Officer

SELECTION CRITERIA

Position Number:	2632	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream A) Level 5
Business Unit:	Environment & Facilities	Reports To:	Coordinator Natural Resources Management
Team:	Natural Resources Management	Revised:	May 2026

Please address each of the selection criteria below in your application:

- Mandatory qualifications and experience
 - Tertiary qualifications relevant to the duties of the position (Environmental or Sustainability field or equivalent) and/or extensive experience relevant to the position;
 - Possess and maintain a current motor vehicle drivers' licence.
- Specialised knowledge and experience in sustainability, natural environment, research, legislation, Council's planning schemes, policy development and practice.
- Demonstrated understanding of climate change adaptation and mitigation principles and practices, including carbon accounting.
- Proven knowledge and understanding of the Queensland planning process and/or experience working with the Queensland Local Government Planning environment.
- Demonstrated experience with the development, implementation and presentation of environmental/sustainability education, behavioural change and awareness campaigns.
- Excellent verbal communication, customer service and report writing skills with a demonstrated ability to produce logical, plain English and professional written communication.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation** – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task** – Describe the event/task that required resolution, what was required of you.
- Action** – Describe what actions you took, how did you resolve the problem.
- Result** – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.