

Position application pack

Position title: Environmental Sustainability Coordinator

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If you are deaf, hearing or speech impaired,
you can contact us through the National Relay Service,
TTY call 133 677, Speak and Listen 1300 555 727.



Position description: Environment Sustainability Coordinator

Who we are

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world.

A snapshot of the Museum



Our vision and mission

- The Museum inspires, challenges and empowers people to find their voice and place in the world.
- We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after.
- We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia.
- We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future.
- We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation.
- We value and respect the commitment and contribution of all who participate in and contribute to the Museum’s community.
- The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events.

For more information, visit the [website](#).

Our employee commitment

We are dedicated to cultivating a workplace environment where every individual feels valued, connected and empowered to contribute to our collective purpose. Our commitment is to foster a workplace culture that embodies diversity, equity and inclusion. This commitment extends to implementing equitable recruitment practices and making reasonable adjustments to accommodate diverse needs. By embracing the unique perspectives and experiences of every individual, we enrich our organisation and better serve our audiences and communities.

The Museum offers employees a rewarding and purpose-driven experience. We provide meaningful work, diverse learning opportunities, an inclusive community, flexible arrangements and competitive conditions to support our employees in thriving personally and professionally while making a positive impact on Australia’s future.

Position:	Environmental Sustainability Coordinator
APS classification:	APS Level 6
Employment type:	Ongoing
Division:	Corporate Operations and Services
Business unit:	Facilities and Security
Reports to:	Head of Facilities and Security
Direct reports:	Nil
Location:	Acton, ACT
Security clearance:	National police check

Division purpose

The Corporate Division is essential in supporting the Museum's operations and ensuring the seamless delivery of exceptional experiences for internal stakeholders, visiting audiences and employees. Its primary role is to manage risk and ensure compliance with relevant Acts, government policies and regulatory requirements.

The division oversees critical functions including finance, facilities, security, governance, legal affairs, information technology, people and culture, and the collection storage project. By focusing on these areas, the division upholds the Museum's commitment to excellence, leadership and inclusivity.

Business unit purpose

The Facilities and Security business unit is responsible for maintaining the integrity, functionality and safety of the Museum's facilities and properties, ensuring they are secure, accessible and well-maintained. This unit oversees all aspects of facilities management and security operations, providing a safe, welcoming environment for visitors, employees and assets.

Key responsibilities include developing and implementing facilities management strategies, overseeing the maintenance of buildings and infrastructure, managing property leases and essential services, and coordinating capital works projects. The unit conducts regular inspections and audits to identify and address maintenance needs and safety hazards, while also managing budgets, procurement and contracts for facilities services.

In addition, the Facilities and Security business unit develops and implements security strategies, emergency preparedness plans and conducts risk assessments to safeguard the Museum's assets and ensure business continuity. It manages security systems and technologies, collaborates with local law enforcement and emergency services, and acts as the principal contact for the Museum's insurance cover. This unit is crucial in upholding the Museum's commitment to excellence, safety and inclusivity by ensuring the smooth functioning of its physical infrastructure and security measures.

The job opportunity

The Museum has an important opportunity for an Environmental Sustainability professional to join as the Environmental Sustainability Coordinator, providing an integrated program of activity to lead the Museum to carbon neutral status in its building and business practices by 2030.

This role has whole of organisation oversight of the implementation of the Museum's Environmental Sustainability action plan 2023-2030. The plan commits the Museum to achieving its goals of carbon neutral certification, reducing the impact on the environment and engaging audiences with knowledge to promote a sustainable future.

The Museum's Environmental Sustainability action plan shares the same ambitions as many of the United Nations Sustainability Development Goals, particularly those that relate to education, community, equity, climate action and partnerships.

What will the successful candidate bring to the role?

The successful candidate will bring an in-depth understanding of principles, practices and processes underpinning environmental sustainability, with particular focus on the objectives of both the federal and territory governments.

You will possess expertise and technical knowledge of embedding sustainable operations, programs and purchasing practices focusing on certification, reduction, minimisation and circularity and be able to work across the organisation to achieve objectives.

You will have a contemporary understanding of environmental sustainability data management for ongoing monitoring, reporting and evaluation of the Museum's progress, and will continually review and take action on environmental impacts and risks with an eye to the continuous improvement of sustainability planning and practices.

Listening and taking account of the views of the Museum's stakeholders, communities and audiences, you will ensure alignment with the action plan and community engagement to promote and improve our environmental sustainability work.

Selection criteria

- Demonstrated experience in environmental sustainability with a proven ability to deliver quality outcomes, including successful delivery of programs, and achieve results.
- Ability to work independently and ability to provide accurate and reliable specialist advice on environmental sustainability matters within the APS and in alignments with relevant legislative and policy frameworks.
- Exceptional written and verbal communication skills with the ability to build relationships with internal and external stakeholders including demonstrated expertise in negotiating with influence to achieve outcomes.
- Demonstrated initiative and drive for professional growth, with proactive approach to problem-solving and continuous improvement.
- Proven ability to analyse and interpret data, creating reports and presentations tailored to a diverse range of audiences.
- An awareness and understanding of the issues affecting Aboriginal and Torres Strait Islander peoples with the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander individuals and communities.

Mandatory core capabilities

Positions at the Museum are assessed in accordance with the Australian Public Service Commission Role Evaluation Framework. The occupant of this position is expected to demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects and standards described by the:

- [Work Level Standards](#)
- [Integrated Leadership System Capabilities](#)
- [APS Values and Code of Conduct](#)
- [APS Legislative Framework](#)

APS Level 6 – Environment Sustainability Coordinator

The Museum also expects all employees to display professional capabilities, as relevant to their position and classification, in accordance with our Workplace values:

Leadership

Demonstrate leadership in how programs are delivered, striving to create a new benchmark in excellence.

Collaboration and connection

Work together to create a culture where collaboration across business units is seamless to delivering the shared vision.

Courage and innovation

Be bold and decisive, embrace challenges and opportunities, and actively seek ways to continually improve and streamline our services for the benefit of the whole Museum.

Agility and resilience

Embrace and respond to change as a normal part of our working environment.

Respect and integrity

Display respect and integrity when working together, embracing the APS values of being committed to service, accountable, respectful, ethical and impartial.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

To apply

Applicants must include a 1-page pitch addressing their suitability for the role against the selection criteria. Applicants must also provide a resume and contact details for 2 referees.

Applications close at 11.59pm Sunday, 02 February 2025.

Visit <http://www.nma.gov.au/about/employment> and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.