

ROLE DESCRIPTION

September 2022

Title & Reporting Relationships

Position Title: Sustainability Advisor Communities

Grade: SP 16
**appointment will be made pending skills, experience and the organisational needs at the time*

Reports to: Sustainability and Resilience Manager

Purpose of the Group and the Position: **The Infrastructure Services Group** is made up of seven main teams: Water & Wastewater Assets; Access and Transport; Stormwater & Coastal Assets; Sustainability & Resilience; Wastewater & Water Treatment; Operations; and the Project Management Office.
The teams work collaboratively to ensure the Council is able to develop, implement and maintain the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective, sustainable and customer friendly manner.

Within this Group the Sustainability Advisor Communities works within the Sustainability & Resilience team to work across Council and with the community to

- Coordinate Council and community and business initiatives that support carbon emissions reductions to reduce environmental impacts and build resilience;
- Develop and deliver an 'carbon footprint' education and support programme, with a focus on energy, waste and transport to achieve carbon emissions reductions and increase resilience at a household, business, community and districtwide level;
- Initiate and coordinate Council, community and landowner initiatives involving carbon sequestration, conservation and renewable energy
- Facilitate cross-council communication and education regarding energy efficiency, active transport and other emissions reduction initiatives and practices;
- Work with the team to develop methodologies and lead associated community partnerships to explore the long term

social and economic impacts of climate change and strategies to address both impacts and opportunities;

Indirect Reports: Contracting consultants

Internal Customers: This role works across Council to improve sustainable practices with a carbon emission focus as well as help teams that deliver work where emissions reductions are relevant (energy using activities, transport related activities). In this role the Sustainability Advisor Communities will be responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:

- Sustainability and Resilience Manager
- Waste Projects Manager
- Team members of Sustainability & Resilience Team
- Group Manager Infrastructure Services
- Staff from other Council teams
- Elected Members

External Customers:

- Residents/landowners, businesses, educational, professional organisations and community groups
- Contractors and consultants
- Staff in other local, regional authorities, government and non-government agencies
- Organisations and businesses providing energy efficiency and renewable energy solutions
- Tāngata Whenua
- Developers

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

KEY RESULTS AND OUTCOMES

Functional Key Results

- Initiate, plan, develop and deliver an education and support programme for carbon emissions reductions (carbon footprint) for businesses, households, resident groups, community groups and organisations (and in the future potentially schools). This will require pro-active outreach to businesses and the wider community and will include planning for site visits and presentations/talks;
- Prepare, review and update 'carbon footprint' education and advice materials for newspaper, Council website, Council's intranet (HubKap), social media, newsletters and displays;
- Design and promote initiatives, programmes provide information, advice and connections to reduce environmental impacts with a focus on reducing carbon emissions (carbon footprint) – for internal use for council staff as well as external use in the community;
- Promote existing initiatives like Future Fit within Council and in the community – lead by example;
- Support community-led projects that build community, increase resilience and self-sufficiency and contribute to overall reduction of carbon emissions;
- Deliver these tasks where possible in collaboration with the Waste Minimisation Advisors and other council teams with similar objectives (green team);
- Assist and provide advice to other teams that work with communities and businesses on environmental impacts and carbon emissions reduction options and opportunities;
- Contribute to the delivery of Council's sustainability projects and activities
- When required write update reports for Council and present at Council meetings;
- Actively collaborate with other carbon education focused roles across the Region, attend meetings and assist with the development of Regional Plans when required;
- Assist with emissions data management and reporting;
- Attend to resident and business enquiries in cooperation with the Sustainability & Resilience team, Customer Engagement team and the Communications Team when required;
- Assist with the development and implementation of emissions related strategies and policies (e.g. Public Chargers Policy);
- Assist with Carbon and Energy Activity and KPI reporting when required;
- When required by the Manager, contribute to Council planning work with regard to the carbon emissions education programme, including reviews of the Long Term Plan, the rolling District Plan review and Council Strategies (focus on low impact urban development, transport, energy efficiency);

Legislative Compliance

- Develop and maintain a good understanding of legislation, policy and new regulatory developments relating to carbon emissions, and assess and share potential implications and opportunities these provide for the Council and District;
- Keep up to date with legislative reviews on and assist with development of consultation documents in relation to these reviews and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure delivery on time and within budget. Monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation, training, and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and when the opportunity arises.
- Participate in initiatives and contribute suggestions for improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures, and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- A professional or tertiary qualification in a relevant field, e.g. environmental science with (renewable) energy, sustainability specialisation, or resource management *
- Local knowledge and understanding of the Kapiti community is preferred
- Effective interpersonal skills with demonstrated commitment to customer service and willing and capable to work with a wide range of people/customers within and outside the organisation
- Demonstrated effective communication skills, both written and oral
- Demonstrated environmental awareness combined with a pragmatic approach to implement initiatives
- Demonstrated analytical and research skills (e.g. to develop educational materials)
- Data collection and administration skills
- Ability and willingness to work in a flexible manner when required. This may include evenings and weekends to deliver education and promotion to the community and working during events
- Demonstrated ability using computer databases, Microsoft Office tools and mapping systems
- A high level of motivation with initiative and ability to provide policy options which are creative, pragmatic and meet statutory requirements.
- Knowledge of Tikanga Maori, an awareness of Te Ao Maori perspectives and of issues relevant to Maori
- Hold a current and valid NZ driver's license

* This is preferred, however consideration will be given to sufficient and relevant working experience (education, (renewable) energy, sustainability advice, forestry conservation, consultancy).

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.