



Part Time Senior Policy Officer – Sustainability

A project of the Urban Sustainability Support Alliance,
funded by the NSW Environmental Trust

Purpose

The Local Government and Shires Associations of NSW (LGSA), as the lead partners of the Urban Sustainability Support Alliance (USSA), are seeking to appoint or second project officer on a 7 month part time (3 days per week) basis.

The position will work within the USSA project management team at the LGSA, to assist in the delivery of the *Urban Sustainability Learning, Facilitation and Support Program*, funded by the NSW Environmental Trust through its Urban Sustainability Program (USP).

Background and Project Outline

The Urban Sustainability Support Alliance (USSA) was formed in 2007 and is a partnership of organisations that together help councils progress towards urban sustainability. The USSA helps NSW councils, which are implementing sustainability projects, to realise the full potential of their projects and ensure that lessons learnt by councils in their journey towards sustainability are shared.

The USSA helps NSW councils, to realise the full potential of their sustainability projects and ensure that lessons learnt by councils in the journey towards sustainability are shared by:

- delivering training and professional development sessions including:
 - Organisational Change Support
 - Professional Capacity Building
 - Peer to Peer Learning Programs
- establishing and maintaining communication networks including:
 - Sustainablenet Network
 - USSA Website
 - Networking & Discussion Forums
 - Newsletters
 - Showcase Events
- developing and promoting existing tools and resources based on sound research and need including:
 - Case Studies
 - Evaluation Framework
 - Sustainability Health Check
 - Sustainability Planning and Assessment Tools
 - Online Resource Directory

This position will be responsible for several deliverables within all of the 3 streams listed above.

The USSA is made up of the following organisations:

- Albury City Council
- Blacktown City Council
- Department of Environment, Climate Change and Water
- Institute for Sustainable Futures, UTS
- Local Government & Shires Associations of NSW
- Local Government Managers Australia, NSW
- Sydney Coastal Councils Group

The USSA is assisted by the NSW Environmental Trust, through its Urban Sustainability Program (USP), and is coordinated by the Local Government and Shires Associations.

Project Outcomes / Deliverables / Duties

The position plays a major role in the delivery of the USSA project. In particular, the successful applicant will:

1. lead the development of quarterly USSA newsletters;
2. contribute to the coordination of, or attendance at, Local Government practitioner network meetings;
3. contribute to the ongoing update of the USSA website;
4. undertake day to day communication with councils and other stakeholders;
5. contribute to the development of relevant training materials and resources to support learning around sustainability within the Local Government sector, eg: "Sustainability Learning Guides" and case studies (examples of both are available at www.lgsa.org.au/ussa);
6. contribute to the delivery of needs based sustainability professional development workshops for Local Government practitioners;
7. assist in the day to day management and coordination of the USSA project;
8. contribute to the monitoring and evaluation of the effectiveness of USSA programs;
9. continually review Local Government resource and professional development needs relating to sustainability;
10. contribute to reporting of outcomes of the project to the relevant funding bodies;
11. work as a part of the Environment Team (within the Policy and Communications Division) of the LGSA and participate as an active member of the team;
12. work actively with the USSA steering committee and relevant subcommittees;
13. work with appropriate Local Government representatives from individual councils, Regional Organisations of Councils (ROCs), and the LGSA to develop, promote and implement the project;
14. develop, organise, manage and/or supervise any external consultancy and/or contract undertaken as part of the project as required;
15. use existing LGSA networks to raise awareness among councils regarding the project and sustainability issues within Local Government; and
16. establish linkages with other projects and programs run by the LGSA and other alliance partners, to promote synergies between similar and relevant operations.

Organisational Details

Location:

The position will be located at the Local Government and Shires Associations, 28 Margaret St Sydney.

Reporting:

The position will report to the Assistant Strategy Manager – Environment (USSA Project Manager) in the Associations' Policy and Communications Division.

Travel:

Travel to various locations around NSW is likely to be required as part of this position

Timing and Duration:

The position is temporary for 7 months part time (3 days per week) to fill a maternity leave vacancy. The Associations welcome secondments from councils and other organisations.

Remuneration:

The position will be remunerated at the LGSA's Senior Policy Officer salary range \$ 80,945 - \$85,042 (pro rata) depending on experience and qualifications.

Selection Criteria

Essential Criteria

1. Tertiary qualifications in an environmental management related discipline or equivalent professional experience and/or knowledge;
2. Demonstrated understanding of environmental / sustainability issues as they apply to local government;
3. Local Government experience, or familiarity with operations of local government;
4. High-level oral and written communication skills and consultation, presentation, negotiation and stakeholder relationship skills;
5. Strong project management, and organizational skills and ability to work independently and as part of a multi-disciplinary team
6. Experience in development of guidance materials (web based and other formats)
7. Commitment to EEO, OH&S Policies and the Principles of Cultural Diversity

Desirable Criteria

1. Appreciation of internet and communication technology as a tool for engagement
2. Skills in training and facilitation
3. Research skills and the ability to analyse, distil and clearly communicate often complex issues

Applications

Applications addressing the selection criteria as stated in the position description, including details of experience and qualifications, should be forwarded to Niki Carey by email: niki.carey@lgsa.org.au or fax: 02 9242 4111.

Closing date: 9am Monday 8 March 2010