Position Description

![Merri Health logo]

Position Identification

Position Title:	Environmental Sustainability Advisor		
Direct Reports	0	**Indirect Reports:**	0
HRIS Position Number:		**Effective Date:**	September 2024
Location:	Pentridge Boulevard, Coburg 3058		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification ***For HR use only**	Merri Health Enterprise Agreement 2021 • Management & Administrative Offices Grade 4		

Organisational Context

Divisional:	Operations		
Program:	Infrastructure	**Unit:**	Operations
Organisational Chart			

Position Summary

The Environmental Sustainability Advisor is a fixed term, part-time role until June 2025 (with the possibility of extension).

The Environmental Sustainability Advisor will act as a specialist to the organisation to support Merri's goal to reduce our impact on the environment and help minimise our carbon footprint.

In particular, this role will support the establishment of a new Environmental Sustainability Framework, identifying, prioritising and implementing environmental sustainability initiatives across the organisation.

Position Description

The incumbent will support the establishment and coordination of an internal organisational steering group to support the establishment phase of this portfolio. The steering group will play a key role in analysing our carbon footprint assessment and baseline data, identifying targets and priority projects for commencement in 2025-2026.

This is a largely autonomous role and the individual will be an experienced professional with considerable passion and interest in environmental sustainability. It is also expected the individual will have experience, particularly on initiatives that require engagement, collaboration and capacity building with employees across an organisation.

At the end of the contract period it is expected that the below key deliverables are successfully completed:
- Audit/assessment completed and analysed
- Framework with targets finalised and disseminated across organisation
- Priority projects to achieve agreed targets identified
- Governance structure created
- Policy reviewed
- Workforce capacity building plan developed

Position Accountabilities	
Responsibilities	- Establishment of an internal Steering Group to provide advice during the establishment phase - Support initial environmental audit/assessment, establishing our current baseline and key areas for improvement. - In collaboration with the Steering Group and key stakeholders, finalise and communicate the Environmental Sustainability Framework, targets and associated commitments - In collaboration with the Steering Group and key stakeholders, use the findings from the audit to identify key projects to commence in 2025-2026. - Make recommendations for the ongoing governance of the portfolio beyond establishment to oversee the operationalising the new framework - Seek specialist technical support/advice and undertake research as required on environmental sustainability issues to assist the implementation of the Environmental Sustainability Framework and associated projects. - Act as a champion and promote sustainability awareness to develop sustainability capabilities and knowledge sharing across the organisation. - Identify measurable sustainability impact and process indicators (or KPIs) and develop a monitoring and reporting structure to support evaluation of performance, identify emerging issues and quality improvement opportunities. - Prepare briefing papers and reports for internal stakeholders and the Board of Directors as required.

Position Description

	• Identify funding opportunities to support priority projects and prepare submissions. • Support and build capacity of the Infrastructure team to implement changes to infrastructure that achieve our environmental sustainability goals. • In collaboration with the Marketing & Communications team, develop internal and external messaging to engage key stakeholders, promote the links between climate change and health, and build our reputation as an active participant in the fight against climate change • Monitor changes in state or national policies. • Participate in relevant climate change networks. **Other Duties** • Assist teams in the development of workplans and program plans which incorporate goals and objectives that align with the strategic direction of the Environmental Sustainability Framework and organisation. • Assist Infrastructure Manager with environmental sustainability compliance across all relevant legislation, funding guidelines, service standards and contractual obligations. • Other duties as directed
	•
Safety and Risk	**Occupational Health & Safety (OHS)** • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks. **Physical Inherent requirements (PIR)** • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs **Quality & Risk** • Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required. • Understand and implement accreditation and other relevant standards that apply to team and organisation

	• Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements • Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. *Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.*
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
Key selection criteria	
Essential	• Tertiary qualifications in environmental, sustainability, or related discipline with relevant experience, or less formal qualifications with experience. • Experience undertaking organisation-wide audits or needs assessment, identifying gaps/priorities, and making recommendations for change. • Experience with report writing, and effective written and verbal communication skills. • Demonstrated experience in developing and implementing projects of a similar nature within a complex organisation. • Ability to identify funding opportunities and write up grant funding applications for environmental sustainability activities. • Ability to undertake desktop research on best practice, evidence-based strategies or relevant policies, and translate this to an organisational context. • Highly developed interpersonal skills with the ability to develop a rapport with diverse stakeholders. • Experience developing impact reporting frameworks or plans to support monitoring and evaluation; for example environmental sustainability performance data on energy usage. • Proficiency in MS Office packages.
Desirable	• Background in and understanding of community health/social service operations
Checks, Licences and Registration	• National Police check • Right to work in Australia • Current full or probationary drivers licence • Statutory declaration

Position Description

	• Immunisation category C