# Position Details

## Administrative Services – CSOF5

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | CBIS Coordinator - Environmental Sustainability |
| Job Reference: | 62238 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [ ]  Australian Citizens Only[x]  Australian/New Zealand Citizens and Australian Permanent Residents Only* [ ]  All Candidates
 |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | CSIRO Environmental Sustainability Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Lina Juodelyte via email: lina.juodelyte@csiro.au*Please do not email your application directly to Ms Juodelyte. Applications received via this method may not be considered by the selection panel.* |
| Contact Details For Applying: | Call 1300 984 220 or email careers.online@csiro.au.  |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon  |

## Role Overview:

The role of the CSIRO Business and Infrastructure Services (CBIS) Coordinator - Environmental Sustainability (ES) in CSIRO is to coordinate the end-to-end delivery of environmental sustainability programs and projects aligned to CSIRO’s strategic goals.

Reporting to the CSIRO Environmental Sustainability Manager, the CBIS Coordinator - ES will be a member of the CSIRO Environmental Sustainability Team (EST), which coordinates the implementation of CSIRO’s Carbon strategy and associated environmental projects, and manages the reporting of CSIRO

environmental performance data to internal and external stakeholders. The CBIS Coordinator - ES will

work collaboratively with team members to actively support the delivery of CSIRO’s strategy and team

outcomes.

In addition, the CBIS Coordinator – ES will assist in the development of CSIRO’s future environmental sustainability strategic direction and actively promote a culture of environmental sustainability to staff and other stakeholders. The CBIS Coordinator - ES will also assist with the development and publication of environmental sustainability material through various communication platforms.

The role will require some domestic travel to be undertaken.

## Duties and Key Result Areas:

* Working collaboratively with EST members and key stakeholders, develop and communicate strategies that improve CSIRO’s environmental sustainability performance e.g. building energy and water efficiency, renewable energy installation, waste reduction and implement policies on whole of life ecologically sustainable building design, maintenance and operation.
* Coordinate the development and implementation of end-to-end environmental sustainability project delivery, including coordination of small implementation teams, to ensure the project(s) are aligned with CSIRO’s strategic and EST team outcomes and delivered on time, on budget and with high standards of risk management.
* Assist the CSIRO Environmental Sustainability Manager in the identification and development of CSIRO’s future environmental sustainability strategic direction and associated programs.
* Assist business units to identify and develop projects that achieve their environmental sustainability targets and assist CSIRO to achieve its strategic goals.
* Working collaboratively with the EST and other relevant CSIRO networks, support and participate in the development and implementation of staff engagement plans that increase staff awareness, interest, involvement and leadership in internally-focussed environmental sustainability activities.
* Utilise positive relationship, collaboration and influencing skills to promote a culture of environmentally sustainable behaviours to staff and stakeholders.
* Coordinate the collation, analysis and reporting on trends that identify driving factors to resource consumption and identify efficiency and reduction opportunities.
* Develop and maintain positive relationships with relevant stakeholder networks to promote improvements in CSIRO’s environmental sustainability performance.
* Assist in the development and publication of environmental sustainability communications, including web-based, electronic and printed media.
* Contribute positively to the EST outcomes and assist in fostering a strong team culture based on performance, encouragement of new ideas and commitment to displaying the highest standards of ethical behaviour and integrity in alignment with the principles of CSIRO Values.
* Display a willingness to influence the decision of managers by recognising the need for change by initiating innovative solutions/proposals and liaise with and influence relevant stakeholder to develop practices that support CSIRO’s and business unit environmental performance.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
2. **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
3. **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
6. **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Essential Criteria:

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A tertiary qualification in a relevant discipline such as environmental, sustainability or engineering related fields or relevant work experience.
2. Demonstrated project management skills and the capacity to coordinate project teams for successful outcomes, and the general ability to work effectively and harmoniously within a diverse work environment.
3. Proven experience and success in the delivery of sustainability projects and sustainability best practices, ideally in a research and development environment.
4. A demonstrated understanding of the United Nations Sustainable Development Goals and/or similar sustainability-based frameworks e.g. Science-based targets.
5. Demonstrated change management or marketing/communication experience to foster awareness of environmental sustainability and enact behavioural and cultural change in an organisation.
6. Demonstrated capacity to develop and implement sustainability policies, procedures and measures.
7. Excellent communication, interpersonal and negotiation skills, including proven ability to establish positive organisational relationships with diverse working groups and the ability to work effectively in a team.

## Desirable Criteria:

1. Qualifications or relevant experience in property/facility management.
2. Experience in contractor management principles and practices.
3. Experience in sustainable procurement and energy or waste contract management.

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements.

The successful applicant will be required to undertake domestic travel periodically.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!