

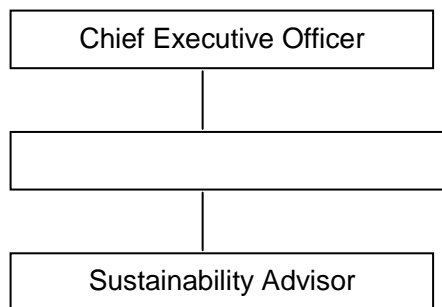
# MASTERTON DISTRICT COUNCIL

## POSITION DESCRIPTION

### SUSTAINABILITY ADVISOR

<b>Job Title:</b>	Sustainability Advisor
<b>Responsible to:</b>	Chief Executive Officer
<b>Job exists to:</b>	Develop and oversee the Council's sustainability activities, particularly in the areas of climate protection, energy and waste management.  Manage specific environmental projects.  Promote environmental issues in the community in such a way that a positive image for both Council and the issues is achieved.
<b>Date:</b>	November 2009

#### Organisation Context:



#### Important Functional Relationships:

##### External

Ratepayers/residents  
Government agencies  
Iwi  
Business Community  
Destination Wairarapa  
Other Councils

##### Internal

Management Team  
Mayor/Councillors  
Staff Members  
Contract Staff

##### Community Groups

Ad Hoc Organisations  
Voluntary Organisations  
Service Clubs  
Special Interest Groups  
Community Partners

#### Key Result Areas:

The position of Sustainability Advisor encompasses the following functions or Key Result Areas:

- Sustainability strategy development
- Environmental project management
- Energy efficiency and conservation
- Waste management
- Climate protection

- Promotion of environmental concepts and issues
- Fundraising

The requirements in the Key Result Areas are identified below:

Accountable For	Is Successful When...
<p><b>1. Sustainability strategy development</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Working with relevant Council officers to develop a sustainability strategy for MDC.</li> <li><input type="checkbox"/> Ensuring sustainability strategy aligns with key Council plans and policies.</li> <li><input type="checkbox"/> Collaborating with officers from other councils, most notably other Wairarapa councils, to leverage the effectiveness of Council's sustainability strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Council approves proposed sustainability strategy.</li> <li>• Other Wairarapa councils agree to collaborate on implementation of strategy.</li> </ul>
<p><b>2. Environmental project management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Managing environmental projects as required.</li> <li><input type="checkbox"/> Ensuring project outcomes and benefits align with sustainability strategy.</li> <li><input type="checkbox"/> Planning project through to completion including priorities, milestones, and final outputs.</li> <li><input type="checkbox"/> Establishing and managing project team (if necessary).</li> <li><input type="checkbox"/> Establishing and managing project budget.</li> <li><input type="checkbox"/> Reporting to CEO on progress at agreed intervals.</li> <li><input type="checkbox"/> Delivering project on time and within budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Project plans, teams and budgets are approved by Management Team.</li> <li>• Reports flag potential problems and opportunities at an early stage (no surprises).</li> <li>• Project is delivered on time and within budget.</li> </ul>
<p><b>3. Energy efficiency and conservation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Managing Council's own energy in order to reduce consumption of existing facilities and activities and to ensure that new facilities and activities are as energy efficient as practicable.</li> <li><input type="checkbox"/> Coordinating projects with the community to reduce energy consumption.</li> <li><input type="checkbox"/> Coordinating or supporting projects to migrate community energy use to renewable energy sources wherever possible.</li> <li><input type="checkbox"/> Working with other agencies to improve the effectiveness of Council's energy efficiency and conservation measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's energy consumption reduces.</li> <li>• Community projects are established to reduce energy consumption.</li> <li>• Community projects are established to migrate to renewable energy sources.</li> <li>• Other agencies collaborate with Council to deliver energy efficiency and conservation outcomes for the community.</li> </ul>
<p><b>4. Waste management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assisting Council officers to implement waste management and minimisation programmes.</li> <li><input type="checkbox"/> Ensuring Council's waste management and minimisation programmes align with the sustainability strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's waste management officers express satisfaction with input.</li> </ul>

<p><b>5. Climate protection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advising Council on its role, responsibilities, obligations and opportunities under NZ's ETS.</li> <li><input type="checkbox"/> Developing and implementing a climate protection plan based on the regional climate change response plan, when finalised.</li> <li><input type="checkbox"/> Working with other councils in the Wellington region on both mitigation and adaptation initiatives.</li> <li><input type="checkbox"/> Identifying adaptation opportunities for the Masterton District and building community and iwi support for them</li> <li><input type="checkbox"/> Collaborating with other Wairarapa council officers on initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Council is not surprised by any penalties incurred under the ETS.</li> <li>• Opportunities for additional revenue streams from the ETS are identified.</li> <li>• Council approves new climate protection plan based on Wellington regional plan.</li> <li>• Effectiveness of Council's initiatives is improved through collaboration with other councils and agencies.</li> <li>• Adaptation opportunities are supported by the community and iwi.</li> </ul>
<p><b>6. Promotion of environmental concepts and issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying and utilising opportunities to improve the community's understanding of the environmental issues facing the Masterton District and the concepts underlying those issues.</li> </ul>	<ul style="list-style-type: none"> <li>• The community's familiarity with environmental concepts and understanding of current issues improves.</li> <li>• The community has a positive image of Council's sustainability initiatives.</li> </ul>
<p><b>7. Fundraising</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying external sources of funding for Council's sustainability initiatives.</li> <li><input type="checkbox"/> Making successful applications for funding from such sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributions are received from external sources.</li> </ul>

## Person Specification:

### Qualifications:

- A tertiary qualification in a relevant discipline is an advantage.

### Key Job Competencies:

- Ability to develop the decisions and direction of Council and the CEO into strategy.
- Ability to derive plans from approved strategy and deliver those plans.
- Ability to work methodically and efficiently on competing projects to meet deadlines.
- Ability to work professionally in a political environment.
- Ability to identify opportunities in challenging circumstances and find creative ways of utilising those opportunities.
- Have a commitment to, and recognition of, the Treaty of Waitangi.

### General Duties:

To provide the best possible service to the public, promote good customer and public relations and to promote a good image of Council.

To undertake work to a consistently high standard, appropriate to the need and expectations of the customer.

To encourage a harmonious atmosphere by co-operating with, and endeavouring to assist other Council staff.

To take all practical steps to ensure your own safety and the safety of others while at work.

To work as part of a team by contributing and co-operating to achieve the Council's priorities.

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_ Position Holder

