

JOB ROLE STATEMENT

SENIOR SUSTAINABILITY ADVISOR LEVEL 6

DIRECTORATE	OFFICE OF MAJOR TRANSPORT INFRASTRUCTURE DELIVERY (OMTID)	POSITION NO	VARIOUS
BRANCH	PROJECT SERVICES		

KEY RESPONSIBILITIES

Provide specialist technical advice for the implementation, co-ordination and stakeholder engagement to successfully integrate sustainability objectives into the delivery of projects delivered by the Office of Major Transport Infrastructure Delivery (OMTID). Support and facilitate projects to meet sustainability targets and achieve infrastructure sustainability ratings.

KEY DELIVERIES

Technical – Sustainability Management

- Develop, implement, and continuously improve OMTID’s sustainability strategic program and activities.
- Provide specialist technical advice for the successful implementation of the strategic sustainability objectives on OMTID projects.
- Support and facilitate projects to meet sustainability targets and achieve infrastructure sustainability ratings.
- Review project design for compliance with sustainability standards, assess risks and recommend mitigations.
- Monitor and audit projects to ensure the suitability of sustainability governance structures and to ensure contract requirements are implemented.
- Collaborate with the other Transport Portfolio Agencies, delivery agent Sustainability Leads and Project Managers to drive project sustainability requirements throughout project delivery.
- Facilitate the assessment of sustainable initiatives to ensure compatibility with specification requirements.
- Review and endorse contractor Sustainability Management Plans and supporting documentation.
- Review third party rating schemes/sustainability rating submissions for OMTID projects.
- Co-ordinate the audit program for OMTID projects, collect and analyse sustainability performance data and prepare reports and recommendations.
- Implement and maintain OMTID’s sustainability management function, including maintenance of records.
- Input sustainability requirements and review relevant parts of tenders and contract documents including project Scope of Works and Technical Criteria.
- Develop and facilitate sustainability training for Project Managers within OMTID.
- Periodically develop and report project initiatives, compliance and sustainability outcomes to senior leadership teams.

Leadership and Management

- Contribute to the development and achievement of the OMTID sustainability objectives, plans and polices.
- Manage employee behaviour, performance and development.
- Managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Stakeholder Relationships

- Build and enhance relationships with Project Directors/Managers and other internal and external stakeholders to meet the objectives of OMTID sustainability strategies.
- Facilitate knowledge sharing of sustainability outcomes between contractor Sustainability Leads and other major projects as appropriate.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads’ Safety, Health and Wellbeing (SHW) Management System - refer to “SHW Roles and Responsibilities Procedure” on ‘iRoads’ intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent’s level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation’s objectives and the incumbent’s development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
PRINCIPAL SUSTAINABILITY SPECIALIST	LEVEL 7	VARIOUS

SENIOR SUSTAINABILITY ADVISOR LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Sustainability Co-ordinator	LEVEL 5	Salaried, Wages	various
TOTAL			various

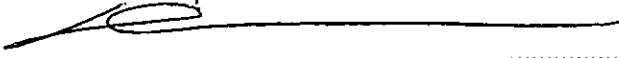
SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

- Substantial skill, knowledge and experience in:
 - sustainability management of large construction projects, including infrastructure sustainability rating systems
 - best practice sustainable development/sustainability management
 - application of sustainability legislation and standards
 - negotiation and facilitation
 - building and enhancing stakeholder relationships
 - managing employee behaviour, performance and development
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes

- Knowledge of:
 - project and contract management
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 17/3/2026

 BRANCH/SECTION HEAD

2. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 18/3/26

 EXECUTIVE DIRECTOR HUMAN RESOURCES