



# Job Description Form

## Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

### Position Title

Sustainability Coordinator

### Level

5

### Position Number

35869

### Division/Directorate

Office of Major Transport Infrastructure Delivery

### Branch/Section

OMTID

### Effective Date

November 2020

### Health Task Risk Assessment Category

3

## Reporting relationships

Superordinate: Managing Director OMTID / Environment Manager OMTID Level 7

Subordinates: No Direct Reports

## Key role of this position

Supports PTA's OMTID Division in successfully integrating sustainability into the delivery of projects. The role is to implement the Sustainability Strategy and provides consistent sustainability advice across OMTID projects.

## Core duties and responsibilities

### Technical

- Ensures successful implementation of the Sustainability Strategy on projects delivered by PTA's OMTID including but not limited to the METRONET Sustainability Strategy.
- Enables achievement of the Strategy Sustainability Objectives and Targets projects.
- Identifies and assesses opportunities for sustainability, sustainable development and environmentally sustainable design to ensure an appropriate sustainability response and outcome for each OMTID project.
- Inputs sustainability requirements to, and reviews relevant parts of tender and contract documents including project Scope of Works and Technical Criteria.
- Coordinates Sustainability Opportunities Workshops, reviews and tracking for each OMTID project to maintain an OMTID sustainability opportunities and initiatives register.
- Collaborate with the Sustainability Leads and Project Managers to drive project sustainability requirements and develop/integrate project Sustainability Action Plans during project delivery.
- Ensures sustainability-related information and requirements, including relevant outputs from Sustainability Strategic Initiatives, are incorporated into relevant project designs, scopes of work and related documents.

- Review Contractor Sustainability Management Plans. Monitors and manages performance of Contractors against the Sustainability Strategy and Contractors Plans.
- Monitors and reports on Contractors performance against the Plans and sustainability deliverables.
- Coordinates Green Star and Infrastructure Sustainability ratings for Transport Infrastructure projects.

#### **Stakeholder Engagement and Communication**

- Works with internal and external stakeholders to meet the objectives of the Sustainability Strategy.
- Coordinates progress meetings with the Contractor, to support and ensure Contractor compliance and performance.
- Coordinates sustainability reporting from the Contractor to the other Sustainability Leads and the PTA./OMTID

#### **Other**

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training, as required.

## **SELECTION CRITERIA**

### **1. Core Competencies**

- Possession of a relevant tertiary qualification in environment sustainability or engineering.
- Considerable professional development and/or substantial proven experience and knowledge relevant to best practice sustainable development/sustainability management.
- Considerable experience in the delivery of large infrastructure projects/developments and Green Star Infrastructure Sustainability ratings systems.

### **2. Management and Leadership**

- Well developed skills in working effectively with contractors/consultants and monitoring contractor performance and compliance.

### **3. Communication and Interpersonal**

- Well developed written, verbal and interpersonal skills, including a demonstrated ability to:
  - Build and maintain effective working relationships with a wide range of stakeholders;
  - Write/review specifications for projects; and
  - Highly developed report writing skills.

### **4. Conceptual, Analytical and Problem Solving**

- Well developed conceptual and analytical skills, including the ability to provide innovative solutions to solving problems.

### **5. Organisation**

- Well developed organisational and time management skills, with a demonstrated ability within a project environment to work effectively with minimal supervision and whilst managing competing demands.

### **6. Computer Literacy**

- Well developed skills in the use of appropriate computer software and technology, including Microsoft Outlook, Word and Excel.

### **7. Special Requirements**

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Applicants must meet the special appointment requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
  - Supervised Worker (SW) Track Access Permit.

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**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Managing Director / Executive Director / General Manager**

.....  
**Signature**

.....  
**Date**

**Employee**

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....  
**Signature**

.....  
**Date**