



Job Description Form

Our Purpose

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

Position Title

Senior Sustainability Advisor

Level

6

Position Number

37259

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Rail Planning

Effective Date

August 2024

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Rail Planning Coordinator, Level 7

Subordinates: Sustainability Coordinator, Level 5 x 2

Key role of this position

Implements, monitors and supports the Public Transport Authority's (PTA) Sustainability Policy. Provides professional sustainability advice to internal and external stakeholders to embed sustainability considerations throughout planning, delivery, maintenance and operations of the public transport system in WA.

Core duties and responsibilities

Technical

- Implements the PTA's Sustainability Policy and develops, monitors and reports on achievement of key sustainability objectives and targets.
- Develops and promotes written guidance documents for sustainability within PTA.
- Defines sustainability requirements for projects to inform investment proposals, design, and project definition plans, including project Scope of Works and Technical Criteria.
- Provides advice and support on social and environmental sustainability to PTA's business units, including delivery, operational and maintenance functions.
- Develops and manages technical scope of work and budgets for a variety of contracts to deliver on sustainability initiatives and targets.
- Manages contracts ranging from low, medium and high risk as required to deliver on sustainability initiatives and targets.
- Facilitates assessment of sustainability initiatives to ensure compatibility with PTA specification requirements.
- Monitors and ensures compliance with required regulations, standards, codes, corporate policies and procedures.
- Oversees third party sustainability rating scheme submissions for PTA projects and assets.

Leadership and Management

- Fosters positive team values and a cooperative team spirit.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to sustainability.
- Develops, guides and mentor's staff.

Stakeholder Engagement and Communication

- Develops and maintains effective working relationships with sustainability counterparts within the Transport Portfolio and other State Government stakeholders to contribute to, and gain from, others' knowledge and experience, to continually improve PTA's approach to sustainability.
- Develops and maintains effective working relationships with internal stakeholders across PTA divisions to assist with implementing the PTA's sustainability initiatives.
- Prepares briefing papers, Ministerial correspondence, Cabinet Submissions and other written material relating to sustainability initiatives, including accessibility.
- Establish relationships and works to achieve outcomes through influence with stakeholders.
- Develops and coordinates working groups, events, briefings and workshops as required.

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 tertiary qualification in one or more of the following: environment, sustainability, engineering, urban or transport planning, or a relevant equivalent and/or extensive relevant experience.
- Considerable experience and knowledge relevant to sustainability development and management (with focus on one or more of environmental, social and/or economic aspects).

2. Management and Leadership

- Considerable demonstrated experience leading and managing teams, including the capacity to lead, mentor and coach others, as well as manage resources.

3. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills, including the ability to represent the PTA at negotiations and the ability to work both with autonomy and within a team environment.
- Well-developed communication and interpersonal skills with a diverse range of stakeholder groups, including an ability to:
 - Provide specialist advice to a range of diverse stakeholders.
 - Negotiate, consult, facilitate and resolve complex issues.
 - Present information effectively and prepare a range of documentation (including reports, briefing papers, policy documentation, technical factsheets and written correspondence).
 - Work effectively in a team environment.

4. Conceptual, Analytical and Problem Solving

- Demonstrated conceptual and analytical skills, including the ability to provide innovative solutions to complex problems.
- Well-developed skills in data analysis and preparing, reviewing and communicating technical information to various stakeholders.

5. Organisation

- Demonstrated understanding of relationship between strategic objectives, and how they influence work plans and goals.
- Well-developed organisational and time management skills, with a demonstrated ability to work effectively whilst managing competing demands.

6. 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.

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

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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

