

JOB ROLE STATEMENT

SUSTAINABILITY CO-ORDINATOR LEVEL 5

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

KEY RESPONSIBILITIES

Co-ordinate and integrate sustainability into the delivery of medium risk infrastructure projects. Ensure the implementation of sustainability plans, policies and procedures and provide consistent sustainability advice across Office of Major Transport Infrastructure Delivery (OMTID) projects.

KEY DELIVERIES

Technical – Sustainability Management

- Provide advice and assistance to Project Managers and project teams on sustainability management issues, plans and strategies including sustainability aspects of contract documentation.
- Identify and assesses opportunities for sustainable outcomes, sustainable development and environmentally sustainable design to facilitate an appropriate sustainability response/implementation occurs for OMTID projects.
- Input sustainability requirements and review relevant parts of tender and contract documents including project Scope of Works and Technical Criteria.
- Incorporate sustainability-related information and requirements, including relevant outputs from sustainability strategic initiatives, into relevant project designs, scopes of work and related documentation.
- Review, monitor and manage reporting performance of projects against the corporate and directorate sustainability strategies, contractor plans and sustainability deliverables/policies.
- Co-ordinate Infrastructure Sustainability ratings for projects, inclusive of Infrastructure Sustainability credit achievement assistance, i.e. audits, reviews, workshop participation etc.
- Facilitate project handovers from and to other directorates.
- Provide input to corporate sustainability management initiatives and strategic programs.
- Develop periodic lessons learnt reports with recommendations for process or structural improvement, including form and procedure updates.

Leadership and Management

- Contribute to the development and achievement of the OMTID sustainability objectives, plans and policies.
- Encourage the empowerment, motivation and development of section employees.

Stakeholder Relationships

- Build and enhance relationships with internal and external stakeholders to meet the objectives of OMTID sustainability strategies.
- Co-ordinate progress meetings with contractors to support contractor compliance and performance.
- Co-ordinate 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 Responsibility and Accountability 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

SUSTAINABILITY CO-ORDINATOR LEVEL 5

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
		Salaried, Wages	
TOTAL			

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

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - sustainability management of large construction projects, including infrastructure sustainability rating systems
 - best practice sustainable development/sustainability management
 - building and enhancing stakeholder relationships
 - research, analysis and problem solving
 - interpersonal communication and teamwork
 - communication, negotiation and facilitation
- Knowledge of:
 - project and contract management
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

- A Diploma in Engineering, Science, Environment, Management or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE

BRANCH/SECTION HEAD

2. 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

EXECUTIVE DIRECTOR HUMAN RESOURCES