



Sustainability Program Coordinator

Lynwood Senior High School

Position number	00036426
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

With an Index of Community Socio-Educational Advantage (ICSEA) of 994, Lynwood Senior High School (SHS) has approximately 52% Language background other than English (LBOTE) and over 60 different nationalities represented at the school. The school's diversity and respect for difference is a feature, enabling our students to become positive, resilient, and confident about their futures. An Intensive English Centre supports the development of language skills for students new to Australia.

The school learning environment is extremely positive with a strong focus on student wellbeing and the development of social emotional learning through the Homeroom program and a strong Good Standing Policy. Approved Specialist Programs in Soccer and Environment and Life Sciences (EaLS) supports a wide range of General, Vocational Education and Training (VET) and Australian Tertiary Admission Rank (ATAR) pathways. With over 50 years of history, Lynwood SHS is complex, diverse, and much loved by the school community and staff. The passion and commitment of students, staff and community members working together in a spirit of absolute positivity about what our students can achieve, is a significant hallmark of this wonderful school.

The school continues to enhance its unique secondary school culture around the focus and emphasis on sustainability. This focus centres on both environmental sustainability - that which pertains to the physical relationship of the school, its educational community, its broader place in society; and social sustainability - the relationship between all educational community members and the development of social and emotional resilience. The overarching aim is to engage the school community in this focus in order to build commitment to the school's core values, and develop students with a social conscience. This will involve the Sustainability Program Coordinator working with students and staff as well as the wider community to actively develop, promote and monitor sustainable practices.

The school has an alternative Senior School Engagement program which focuses on sustainability, and as a result, has created an organic garden. Students work towards achieving a Certificate II in Horticulture as well as a range of other innovative programs. The Environment and Life Sciences Program is a specialist program catering for academically able students who have an interest in environmental sustainability. Students participate in a range of programs and projects at school and through external partnerships. The school is a Waste Wise and Water Wise school and has been acknowledged with a range of awards and been the recipient of external grants utilised to improve the school's environmental focus.

Further information about Lynwood Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- In consultation with the Sustainability Committee, develop and implement school-based Sustainability Policy and monitor compliance and liaise with school staff responsible for all other related projects to ensure their directions and activities are aligned with the school's Sustainability Policy and Business Plan.
- Develop, implement and monitor strategies to reduce energy use, water use and waste generation.
- Introduce and monitor school energy use monitoring systems such as 'Climate Change' and investigate any anomalies for possible faults or utilities wastage.
- Investigate and implement initiatives to reduce the school's greenhouse gas emissions.
- Track emissions reductions through actions taken and review of utility records.
- Collaborate with the Sustainability Committee to embed sustainability education into the curriculum as one of the cross-curricular priority areas of the Western Australian Curriculum .
- Liaise with universities, other organisations and community groups to develop and implement activities that align with the objectives of the schools' sustainability program.
- Coordinate sustainability working parties and reference groups, including facilitating meetings and preparing agendas and minutes.
- Communicate with students, staff, community members, sustainability experts and other agencies to attract support.
- Prepare stories and images for local media, school newsletters and other publications.
- Develop and present induction sessions and professional learning for staff in relation sustainability practices.
- Prepare grant and award submissions.
- Assist in preparing for events associated with the program, including identifying stakeholders; coordinating aspects of the event; greeting VIP's; preparing visual presentations; writing or advising on speech content; developing media articles; and liaising with media.
- Provide advice and support to partner primary schools with the audit processes and developing planning for their sustainability programs, where required.

Selection criteria

1. Demonstrated knowledge and understanding of climate change and sustainable management of energy, water, waste and buildings, including metering, tracking and calculating emissions from utility consumption.
2. Demonstrated well developed verbal and interpersonal communication skills, including the ability to maintain effective working relationships with students, staff and external clients to work effectively and constructively as part of a team.
3. Demonstrated well developed written communication skills, including the ability to prepare grant and award submissions.
4. Demonstrated well developed project management skills, including the ability to lead and implement initiatives with students and staff to support sustainability education.
5. Demonstrated initiative and well developed organisational skills, including the ability to identify school priorities and deliver outcomes on schedule.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in Sustainable Development, Energy Studies or Environmental Science or similar
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 26 March 2025
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