

## Sustainability Advisor

Responsible for championing sustainability practices across Council through influencing, encouraging and educating the organisation around sustainable working practices.

### Our Tikanga

#### **Whanaungatanga**

*(fostering relationships and a sense of connection)*

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

#### **Manaakitanga**

*(showing respect and care for others, hospitality, kindness and support)*

- By showing manaaki we lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

#### **Kotahitanga**

*(unity, solidarity, togetherness and collective action)*

- We have one shared direction, and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

#### **Atawhaitanga**

*(protection, stewardship, trust and a responsibility for long term outcomes)*

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.
- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

### Our expectations

As part of the Whangarei District Council, we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

In short, we want you to think about what we are trying to achieve and then work as a team to provide great services to the residents of our district.

Sustainability Adviser – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Lead and manage the measurement and reporting of the Council's operating emissions and set targets aligned with the Science Based Targets initiative.
- Develop an emissions reduction plan that is feasible and data driven, and influence Council planning processes to implement and meet set targets.
- Support the organisation in identifying and responding to climate-related risks, ensuring, where relevant, these are embedded in all Council activities and considered in decision making processes.
- Educate Council employees on environmental sustainability and help staff identify ways to implement this in their roles, to contribute towards a sustainable Council.
- Provide advice and support to the wider District in areas of environmental management and sustainability by collaborating with other Councils and organisations in Northland.
- Keep up to date with latest developments of sustainability practices and technologies to maintain subject matter expertise and identify and implement opportunities as they arise to improve Council's performance.
- Participate and show leadership in climate change/sustainability networks and programmes.
- Collaborate with hapū, iwi, community, council staff, industry, and experts to support development and delivery of projects influencing behaviour change, policy, systems, and local economic and environmental shifts.
- Secure and manage funding for emissions reduction projects through internal processes (Annual and Long-term Plans) and external sources.
- Undertake an Annual Audit of Councils internal waste including hazardous waste and recycling.
- Develop and manage a corporate sustainability induction and training program.
- Provide support and expertise to the wider department around sustainability initiatives and practices.

## What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

## Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

## Health and safety

- Accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

## What you will bring

- A tertiary qualification in environmental science, sustainability or a related field.
- Experience in a role with sustainability as a main feature.
- Understanding of emissions measurement methodologies (e.g. GHG protocol, ISO14064).
- Knowledge of relevant climate change and sustainability policies, legislation, guidance and standards.
- Good understanding of organisational processes and procedures.
- Experience of successfully working across all levels of an organisation with ability to adapt effectively.
- Excellent verbal and written communication skills, including ability to convey information across a variety of mediums and influence others.

## What you will bring

- Project Management expertise.
- A pragmatic approach.
- Passion for Sustainability and the stewardship of our environment.
- A strong team player with proven ability to work well with and interact successfully with other people.
- Results orientated and accountable.
- Strong attention to detail.
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.

## Additional information

**Financial Delegation** – Nil.

**Position Grade** – Grade 15

**Organisation Chart** – see below.

