

POSITION DESCRIPTION

Environmental Sustainability Project Officer - SESLHD

Our CORE values:	Collaboration Openness Respect Empowerment	 ourpeopleourculture
Our Vision:	Exceptional care, healthier lives.	
Our Purpose:	To enable our community to be healthy and well; and to provide the best possible compassionate care when people need it.	
Organisation	NSW Health	
Local Health District / Agency	South Eastern Sydney Local Health District	
Position Classification	Health Mgr Lvl 2	
State Award	Health Managers (State) Award	
Category	Project Management Project Officer	
Vaccination Category	Category B	
ANZSCO Code	511112 Program or Project Administrator	
Website	www.seslhd.health.nsw.gov.au/	

PRIMARY PURPOSE

The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Effective action to address environmental sustainability is aligned with SESLHD's commitment to place patients at the centre of care and to focus on health, wellbeing, prevention and early intervention.

The Environmental Sustainability Project Officer is responsible for the effective and efficient management of allocated sustainability projects in SESLHD, within agreed timeframes, budget, quality and resources to deliver the organisation's sustainability objectives. The position holder will work in partnership with the local executive, clinical teams, management and other organisations.

The Environmental Sustainability Project Officer will coordinate and lead sustainability networks and communities of practice, to provide support, advice and alignment of sustainability initiatives across the District.

The role will also be responsible for developing sustainability plans, in line with overall strategic priorities of SESLHD and NSW Health, and reporting on the delivery of these plans.

Please note that the role has a District remit and as such may be located at any location across the District.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

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ESSENTIAL REQUIREMENTS

All staff are required to complete and submit a Pre-employment Health Declaration Form

Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing

Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

KEY ACCOUNTABILITIES

- Coordinate the development and implementation of SESLHD plans for enhancing environmental sustainability of its operations, notably through the reduction of its greenhouse gas emissions and the efficient use of resources to meet LHD and NSW government targets.
- Manage or initiate sustainability projects, following project management methodology, to ensure that the project produces the required outputs and outcomes and capabilities that will enable the delivery of projected benefits.
- Document the scope, responsibilities and deliverables associated with each project and maintain regular communications with the local executive and the SI&I Director.
- Provide high level advice, support and guidance regarding sustainability initiatives and projects underway across SESLHD, under the guidance of the line manager
- Lead engagement and collaboration with internal and external stakeholders in the development and implementation of initiatives to improve the environmental sustainability of SESLHD.
- Coordinate expertise and resources across the District, including the SI&I Directorate, and partner organisations to support achievement of agreed objectives.
- Coordinate an appropriate governance structure, and associated working groups, networks and communities of practice to enable engagement, collaboration and decision-making required to enhance environmental sustainability in SESLHD.
- Provide secretariat support for relevant meetings to support the sustainability project objectives.
- Perform and facilitate required analysis and investigations to inform recommendations on which potential initiatives will best support the LHD's goals for environmental sustainability.
- Support measurement and reporting on achievement of objectives and targets in relation to environmental sustainability.
- Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate implementation and rigorous evaluation methodologies.
- Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems
- Resolve conflict and complaints to ensure continuous delivery of quality service
- Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision
- Engage staff and managers across SESLHD in innovation activities and facilitate sharing of innovation learning and methodologies across SESLHD
- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
- All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any

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hazards/risks or incidents to their managers

KEY CHALLENGES

- **Challenges** Effectively engaging and communicating with stakeholders to ensure involvement and buy-in across all areas and levels of the District, as well as advocating for bottom-up approaches to sustainable and efficient health service delivery Working to ingrained cultural norms that do not support change Managing a high-volume workload whilst concurrently managing to achieve positive outcomes Managing competing demands and priorities in a timely and efficient manner to support the project within a rapidly changing healthcare environment
- **Decision Making** The Environmental Sustainability Project Officer is required to seek all relevant information in relation to the project and use their influencing skills in order to achieve an outcome which is beneficial to all whilst ensuring work objectives are met Undertakes negotiations around priorities and timelines for delivery of sustainability activities, and ensures risks and issues are escalated in a timely manner
- **Communication** Working within a matrix environment, the Environmental Sustainability Project Officer is required to communicate regularly with the executive, local teams, the Planning and Partnerships Lead and other stakeholders across the SII tea, in relation to project management, support, measures, milestones and reports. The Environmental Sustainability Project Officer will develop and maintain effective, meaningful and supportive relationships with internal and external stakeholders, to support efficient and effective delivery of sustainability activities.

KEY RELATIONSHIPS

Who	Why
Planning & Partnerships Lead, Director of SI&I	The Environmental Sustainability Project Officer will work with the Planning and Partnerships Lead (Line Manager) and Director of SI&I to ensure the activities underway are aligned with District strategy. The Planning and Partnerships Lead will provide leadership and feedback to support the Environmental Sustainability Project Officer.
SI&I Team	The Environmental Sustainability Project Officer will work with the SII Team to link in necessary skills, tools and resources required to meet strategic objectives.
LHD Clinical and Non-Clinical Teams across the District	The Environmental Sustainability Project Officer will engage and collaborate with various clinical and non-clinical internal stakeholders across the LHD to support planning, delivering, monitoring and reporting of sustainability activities.
Partner Organisations, inside and outside of NSW Health	To deliver SESLHD's sustainability goals, partnership with other organisations is vital. The Environmental Sustainability Project Officer will partner with other organisations, such as NSW Ministry of Health, NSW Health Infrastructure, NSW Circular, waste providers, energy providers, to plan, deliver and monitor sustainability activities.

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SELECTION CRITERIA

1. Relevant tertiary qualifications (and / or appropriate experience) in health management, project management, environmental sustainability, or a related discipline.
2. Demonstrated knowledge of the health care industry and / or environmental sustainability, with an ability to apply that knowledge to achieve high standards of quality, efficiency and effectiveness in the delivery of health services.
3. Demonstrated experience working with multidisciplinary teams, and an ability to motivate, lead and use initiative as well as the ability to provide authoritative advice and recommendations across a large and complex organisation.
4. Demonstrated organisational and time management skills including the ability to manage conflicting priorities and timeframes and solve problems.
5. Strong communication, interpersonal and influencing skills and the ability to develop and maintain effective, meaningful and supportive working relationships with senior management and other key stakeholders at all levels of the organisation.
6. Demonstrated project management skills, and experience in the use of change management methods to support and lead change.
7. Excellent computer skills particularly in Microsoft Office applications including but not limited to PowerPoint, Word, Excel, Outlook.
8. Current drivers' licence (with a willingness to travel in accordance with the demands of the position).

OTHER REQUIREMENTS

Act as an appropriate and effective role model and promote a culture and supporting practices that reflect these organisational values through demonstrated behaviours and interactions with patients/clients/employees.