



## POSITION DESCRIPTION

### Gippsland Alliance for Climate Action Coordinator

<b>POSITION TITLE:</b>	Gippsland Alliance for Climate Action Coordinator
<b>EMPLOYER:</b>	Gippsland Climate Change Network (GCCN) as auspice of the Gippsland Alliance for Climate Action (GACA)
<b>REPORTS TO:</b>	CEO of Gippsland Climate Change Network and the Gippsland Alliance for Climate Action Executive Committee
<b>TENURE:</b>	3 days per week (22.8 hours) until June 30, 2024.
<b>SALARY:</b>	Range \$1082.42 - \$1211.13 per week plus 10.5% superannuation and approved work related expenses
<b>LOCATION:</b>	Need to be able to work remotely and travel to locations around Gippsland as needed.

The Gippsland Alliance for Climate Action (GACA) is a formal partnership between four Gippsland local governments under the auspices of the Gippsland Climate Change Network (GCCN). Council Greenhouse Alliances to address climate change have operated in Victoria for many years at a regional level. They have successfully implemented joint initiatives that provide economies of scale and enable projects typically beyond the reach of individual councils, for example: Charging the Regions (public electric vehicle charging); the Victorian Energy Collaboration (VECO) local government power partnership agreement; and bulk LED streetlight upgrade projects.

This is the first time a local government alliance has been proposed for Gippsland, which recognises the important role the Gippsland Climate Change Network (GCCN) has played in the past and will in the future. For this reason, a new Alliance Coordinator role is being created which will sit under the GCCN to implement GACA's strategic goals.

## GACA Vision

Gippsland councils working together to support our communities in a changing climate.

## Shared Goals

- Taking action to support our communities to mitigate and adapt to a changing climate.
- Forming partnerships to respond to the common challenge of a changing climate and the impacts of this to the Gippsland community and economy now and in the future.
- Preserving our natural environment, reducing our greenhouse gas emissions, utilising energy-efficient technologies to support health and wellbeing our communities.
- Building the collective organisational capacity of Gippsland councils to plan and respond to direct and indirect climate change impacts.

## Alliance Coordinator – Position Description

Position is classified as a Local Government Award Band 7 which is equivalent to a salary range between \$93,810 to \$104,964 pro rata. Position is 0.6 FTE which is equivalent to 22.8 hours per week, or a salary range from \$1082.42 - \$1211.13 per week.

<b>Reports To:</b>	<b>Direct Reports</b>
Chair of Gippsland Climate Change Network and the Gippsland Alliance for Climate Action Executive Committee	This role has no direct reports
<b>This role exists to: (Purpose)</b>	
The purpose of the GACA project officer is to support and deliver projects on behalf of the GACA members in Gippsland to mitigate and adapt to a changing climate. The primary functions of this position include: <ul style="list-style-type: none"><li>• Support the Alliance to identify and prioritise climate change projects and programs relevant to Gippsland local governments.</li><li>• Coordinate and establish forums, manage information portals to support collaborative action by participating local governments.</li><li>• Deliver projects and programs identified by the Alliance.</li><li>• Prepare media and other communication and promotional material.</li><li>• Apply for grant funding to support delivery of projects and programs.</li><li>• Provide project management, oversight, and progress reporting; and</li><li>• Provide financial and account management services.</li></ul>	

**Key Accountabilities:**

- Periodically facilitate a review of the Strategic Plan whilst ensuring ongoing delivery of the strategic direction of the alliance.
- Work with member councils to develop Annual Action Plans, deliver projects on their behalf and identify and pursue new collaboration opportunities and projects.
- Support the Council management committee by coordinating meetings, and where appropriate, GACA project working group meetings and workshops.
- Coordinate the ongoing review of governance, policy, processes and funding sources to reduce the risks to Alliance operations and long-term viability.
- Develop and coordinate the distribution of promotional material relating to GACA projects, programs and initiatives, including material for media releases, websites and other engagement channels.
- Maintain strong governance structures and an engaged membership.

**Project development and delivery:**

- Develop and source funding for and, where appropriate, directly lead the delivery of major projects to reduce emissions and adapt to climate change in the Gippsland region.
- Provide expert and strategic advice to the member councils and associate members on the development and implementation of cross-sectoral projects, policies and strategies relating to greenhouse gas emission reduction and positioning the region to adapt to climate change.
- Manage dynamic project teams and working groups to ensure the successful delivery of initiatives to meet the objectives of the Alliance's strategic plan.
- Evaluate and report on key project outcomes and communicate these to GACA's key internal and external stakeholders.
- Collaborate with other Victorian local government greenhouse / climate alliances and other regional networks to capture scale and coordinate State-wide initiatives.

**Advocacy:**

- Support GACA's member councils to deliver agreed advocacy priorities.
- Undertake targeted research to support GACA's agreed advocacy positions.
- Act as an advocate for the Alliance.
- Prepare and present complex submissions, briefings, correspondence and reports for GACA members and other stakeholders as required.
- Support member councils to take a strong position in relation to climate change issues and, represent the interests of regional Victorian councils and other stakeholders in relation to state and Federal Government policy on these issues.

**Capacity Building and Knowledge Sharing:**

- Provide strong leadership, through ensuring collaboration amongst member councils.

- Represent GACA and GACA's strategic direction/plan in various forums and networking to ensure GACA's profile, advocacy and project successes remain topical.
- Work with other Greenhouse Alliances for effective advocacy and knowledge sharing.
- Mentor and build the capacity of the GACA network on issues (policy, technical, financial, behavioural) impacting climate change mitigation and adaptation initiatives.
- Facilitate information exchange between member Councils and Alliances to fast track the sharing of learnings and reduce inefficiencies of parallel or isolated programs.
- Provide strategic advice (written and verbal) to senior decision makers (Councillors, directors etc) within member councils on key policy issues, relevant regulation and the benefits and risks of major projects and opportunities.
- Identify skills and knowledge gaps and design and deliver capacity building opportunities for member councils (e.g.: events, workshops, conferences) by leveraging existing networks and contacts within local government and commercial sectors.
- Act as the designated spokesperson for the Alliance to provide comment to regional media on relevant projects and advocacy issues.
- Work with the community, industry and other levels of government to raise awareness of the likely impacts of climate change and facilitate action to reduce emissions.

<b>Internal Relationships:</b>	GACA member councils, GACA Executive and Steering Committees, project working groups, GCCN Board, councillors and council executive teams.
<b>External relationships:</b>	Project partners, residents, businesses, community groups, regional organisations / groups, State and Federal ministers and other government representatives, philanthropic organisations, other Victorian local government greenhouse alliances; environment practitioners; peers.

## Key Selection Criteria

### Essential Qualifications:

- A Bachelor's Degree or extensive relevant work experience in the fields of environment, climate change, sustainability or related.

### Essential experience:

- Demonstrated experience in working on climate change issues, greenhouse gas emission mitigation and adaptation.
- Demonstrated project management skills with the ability to research, develop, coordinate, deliver and manage projects to achieve outcomes within set timelines.
- Demonstrated experience in developing and maintaining relationships with internal and external stakeholders.
- Demonstrated analytical, negotiation and problem-solving skills.

### Desirable experience:

- Experience in local government or knowledge of local government processes.
- Demonstrated experience in managing organisational budgets and in seeking and securing funding support.
- Demonstrated experience in advocacy to state and federal governments.
- Knowledge of Federal and State Climate Policies

### Prerequisites

- Valid driver's license in the state of Victoria
- Home Office including computer and phone. (Approved, work related expenses will be reimbursed.)
- Access to a personal vehicle for work-related travel. (Approved, work-related travel will be reimbursed) Applicants will be preferred to reside within the region or be willing to move to the region for the role.

## How To Apply

- Please attach your resume along with responses to the key selection criteria and a cover letter detailing your experience and how it relates to the role and send to the CEO of the Gippsland Climate Change Network at [darren.mccubbin@gccn.org.au](mailto:darren.mccubbin@gccn.org.au)
- For further information please contact Darren McCubbin on 0419 587 572 or at [darren.mccubbin@gccn.org.au](mailto:darren.mccubbin@gccn.org.au)
- Gippsland Climate Change Network prides itself on being an equal opportunity employer. As a not-for-profit, we are committed to:
  - Providing a diverse and inclusive workplace that values the safety and wellbeing of children and young people, as well as all our employees.
  - Receiving applications from people of all diverse abilities, skills, languages, cultures and backgrounds including people with disability, Aboriginal and Torres Strait Islander people and LGBTIQ and gender diverse people.
  - Reconciliation and supporting the Aboriginal and Torres Strait Islander aspirations.

Applications must be submitted before Close of Business on **Wednesday August 24th**.