

Project Officer - Climate Program

Ironbark Sustainability

Job description

The Project Officer is responsible for helping Project Managers to deliver projects under Ironbark's Climate Program. Project types will typically include development of corporate greenhouse gas emissions inventories and action plans for our clients. Clients are most commonly Australian local governments.

The role will involve liaison with a wide range of stakeholders from councils, other levels of government, partner organisations, community groups and private entities. The role will also involve working closely with other Ironbark staff.

Can be 0.8 - 1.0 FTE.

KEY DUTY 1: ENGAGE WITH CLIENTS

- Work with customers on Ironbark projects
- Developing agenda's in consultation with ironbark staff
- Running face to face and online meetings
- Organising forums and other events
- Manage client facing projects under Ironbark's Climate Program using Ironbark processes and resources, from proposal development through to completion and follow-up

Measure

- Projects completed on time and budget
- Client satisfaction
- Time to respond to client request

KEY DUTY 2: SUPPORTING THE WESTERN SYDNEY ENERGY PROGRAM

The WSEP is a leading national sustainability program servicing the Western Sydney Community. This area contributes around 1/20th of Australia's greenhouse gas emissions and the program aims to create a low cost and zero low emission energy future for Western Sydney.

Ironbark's role has been to support the councils to effectively plan and manage street lighting, renewable energy and sustainable buildings projects as well as develop a Strategy for the Program. The role will involve supporting and expanding these existing projects and programs through:

- Organising regional meetings and tracking progress and outcomes
- Supporting the project lead, WSROC and WSEP councils
- Identifying and developing further support options to assist the program, WSROC and councils

Measure:

- Measures covered in other key duties

KEY DUTY 3: TECHNICAL AND PROJECT SUPPORT

- Support Ironbark project manager's and staff
- Writing and editing professional reports
- Use tools (including excel) to interrogate and manipulate data
- Collecting data from customers
- Technical/data/emissions calculations (excel)

Measure:

- Reports written to a professional standard
- Excel calculations completed and correct
- Projects delivered in a timely fashion to relevant quality