



Sustainability Manager

FACILITIES MANAGEMENT DEPARTMENT

ADMINISTRATIVE DIVISION



About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Administrative Division

The Administrative Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

About the Facilities Management Department

The Facilities Management Department within the Administrative Division is responsible for managing the process of planning, design, construction, maintenance and operation of the physical facilities, and the provision of a range of support services across the University's two main campuses at Gardens Point, Kelvin Grove and a range of smaller offsite facilities.

About the Position

The Sustainability Manager is responsible for the development, implementation and marketing of new sustainability policies, practices and strategies within QUT. The Sustainability Manager will be responsible for driving positive cultural change and sustainability behaviours within the University and is accountable for the achievement of objectives and program performance.

This position reports to the Executive Director, Facilities Management in the Administrative Division for broad direction and supervision, workload management and for Performance Planning and Review (PPR). The position will have strong liaison and collaboration with the Executive Director, Facilities Management and senior leadership across the University including the Pro Vice-Chancellor (Sustainability Strategy). The position also

works closely with relevant Government agencies and external service providers in relation to the planning and delivery of sustainability strategies.

Key responsibilities include:

- Develop strategic sustainability policy and procedures and deliver programs which support and promote the environmental sustainability priorities outlined in QUT's Blueprint 6.
- Develop key stakeholder relationships, including liaison with senior university executive, staff and external organisations to enhance the University's understanding of and response to environmental sustainability issues.
- Develop awareness programs and inform students, staff and the community of QUT sustainability initiatives.
- Review and research best practice environmental sustainability programs and industry practices to inform new environmental initiatives in the areas of water, energy, transport, waste and biodiversity.
- Plan, develop, implement and monitor strategies, procedures and guidelines to facilitate the achievement of the University's existing sustainability targets relating to energy, water and greenhouse gas reductions.
- Coordinate projects from development through to delivery phases, including preparation of project briefs, timelines, budget estimates, implementation of programs, quality review processes and budget control.
- Work with other areas of Facilities Management to develop and implement Design Guidelines that meet the requirements of best practice environmental sustainability.
- Liaise with staff and senior University executive to ensure that environmental sustainability initiatives are implemented across university business processes.
- Monitor and review environmental sustainability strategy and provide timely reports.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the

Enterprise Agreement. Staff undertaking any new duties will receive training;

- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training, and/or relevant experience equivalent to postgraduate qualifications in a discipline relevant to sustainability together with a minimum of 5 years' experience in sustainability management.
2. Excellent written and verbal communication skills including demonstrated experience in the preparation of written business cases, analytical reports and briefings for use at an Executive level; excellent interpersonal and negotiation skills to achieve outcomes to the advantage of QUT.
3. A comprehensive knowledge of the regulatory environment surrounding carbon emissions, carbon tax and reporting required for compliance, on matters such as Greenhouse Gas Emissions to Federal Government (NGERS) and State Government (EREPS).
4. Substantial demonstrated planning, analytical, strategic and innovative problem solving skills in relation to the application of sustainability principles in a large complex organisation.
5. Advanced knowledge of environment and sustainability, with a demonstrated ability to integrate these principles into project delivery.
6. Proven ability to provide a high level of customer service to a wide variety of stakeholders in Sustainability services delivery.
7. Proven ability as a self-starter with a high level of motivation coupled with a willingness to accept change as part of constantly evolving technological /management environments.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$143,375 to \$160,362 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to the Enterprise Agreement. The Fair Work Commission approved this variation effective 24 August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.