



# Position vacant: Sustainability Consultant

Sustainable Living Tasmania (SLT) is a not-for-profit organisation that has been working with Tasmanians to improve our environmental impact since 1972. Our mission is to make Tasmania a leader in achieving global sustainability.

Our current strategic priority is developing new income streams to secure our financial position. One of the two main streams is providing sustainability consulting services to organisations on a fee-for-service basis, including:

- Energy audits;
- Solar PV optimisation;
- Tariff optimisation and negotiation;
- Carbon audits;
- Waste audits;
- Obtaining and evaluating quotes for recommended products and services;
- Organisational sustainability plans and policies;
- Research and report writing; and
- Educational workshops.

Progress to date includes:

- Delivering these services to a number of organisations over the past few years;
- Developing, to varying degrees, tools and techniques to assist in the effective and efficient delivery of these services;
- Establishing a good reputation as experts in the field;
- Developing partnerships with external consultants to complement our expertise; and
- Recently securing a place on the Tasmanian Government's Energy Efficiency Expert Panel, which should provide many opportunities to deliver our services to government agencies and business over the next 15 months.

We are looking for a passionate and knowledgeable person to take on the role of Sustainability Consultant and continue delivering, improving and growing this area of the organisation. Initially, we have budget for a 3-day-per-week role. If the Sustainability Consultant is successful in growing the business, the increased workload may be met either by increasing their hours, or by hiring an additional staff member to work with them.

- Basis:** Permanent
- Hours:** 3 days per week, with opportunity to grow the role
- Classification:** The role will be adjusted to the successful candidate's experience to be at either Level 5 or 6 under the Social, Community, Home Care and Disability Services Industry Award. Current pay rates are approximately \$70,000 to \$80,000 per annum (pro rata), plus leave loading and superannuation.
- Location:** Hobart
- Responsible to:** Executive Officer

The Sustainability Consultant is responsible for managing all aspects of SLT's consulting services to organisations, including:

- Service delivery;
- Client relationships;
- Organisational partnerships;
- Marketing;
- Budgeting and financial management;
- Reporting; and
- Strategic development.

In addition to the above duties the Sustainability Consultant may also:



- Develop tenders and grant applications for projects;
- Assist in writing policy submissions to governments;
- Speak at public events;
- Assist in providing advice to the public on household sustainability; and
- Other duties as required.

The Sustainability Consultant works closely with, reports to, and is supervised by, SLT's Executive Officer.

## Selection criteria

We value integrity, and strive to 'walk the talk' by embodying the principles that we seek to nurture in Tasmanian communities. This includes taking personal responsibility for our environmental impact; using resources efficiently; sharing with others; being open and honest; valuing people; and actively creating a happy, healthy, sustainable workplace and team culture. We recognise the enormity of the environmental, social and economic challenges that Tasmania and all of humanity face. We are deeply committed to our mission, and strive to accomplish it as best we can. When recruiting a new staff member we seek someone who shares our values and commitment, and will complement our existing team.

Below are additional criteria that are specific to the role of Sustainability Consultant:

1. Experience in delivering one or more of the following (in priority order): energy audits, carbon audits, waste audits, obtaining and evaluating quotes for recommended products and services, and developing organisational sustainability plans and policies.
2. Business development skills; especially marketing and lead generation.
3. Project management skills, including high level organisational and time management skills, computer skills and ability to work under pressure to meet tight deadlines.
4. Written, oral, and interpersonal communication skills.

## How to apply

Please submit your application by email with cover letter and curriculum vitae as separate attachments to SLT's Executive Officer, Todd Houstain: [todd@slt.org.au](mailto:todd@slt.org.au), by COB **Wednesday 9<sup>th</sup> May 2018**.

1. The subject line of the email must be "Sustainability Consultant application"
2. All information must be included in the attachments - the body of the email will not be considered part of the application.
3. Attachments must be in PDF or Word format.
4. The cover letter...
  - a. should explain your personal reasons for applying for the position and address the selection criteria;
  - b. must be named "<First name> <Last name> - letter". e.g. if your name is Sam Smith the file must be named "Sam Smith – letter"; and
  - c. must not be more than 2 A4 pages at a 12 point font size.
5. The curriculum vitae...
  - a. Should include your full name and contact details; career history; educational history; any other information relevant to the position (e.g. volunteering history, awards, etc).
  - b. Must not be more than 2 A4 pages at 12 point.
  - c. must be named "<First name> <Last name> - CV". e.g. if your name is Sam Smith the file must be named "Sam Smith – CV"

If you have any questions, please email Todd.