

Position Description

Sustainability Coordinator

Classification:	Grade 3
Business unit/department:	Sustainability Services
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38
Reports to:	Sustainability Manager
Direct reports:	0
Financial management:	Budget: N/A
Date:	July 2025

Position purpose

To coordinate with Sustainability and Waste services teams to facilitate frameworks, programs, projects and other initiatives. The position will also coordinate with Austin Health's Sustainability Interest Groups to align with the organisation's strategic goals.

About the Directorate/Division/Department

The Sustainability Unit, within the directorate of Information and Services, is responsible for providing support to Austin Health staff to create a healthier environment for healthier people.

This role aims to increase staff awareness and participation on sustainability initiatives; and developing, supporting and implementing strategies to achieve reduction of environmental impacts such as the reduction of waste to landfill and the greenhouse gases associated. The role also supports the coordination of Waste Services.

Position responsibilities

Role Specific

- Coordinate initiatives and programs that result in sustainability cost savings, maximising efficiency and effectiveness and elevating staff awareness and education.
- Develop, implement and maintain an engagement and communications strategy.
- Support Senior staff with their individual sustainability initiatives including relevant green teams and champions.
- Develop, enhance programs that actively promote and provide training for staff across Austin Health, on resource usage and sustainability initiatives and impacts.
- Coordinate Austin Health's relevant environmental and sustainability regulatory requirements and ensure that policies and procedures are up to date.
- Oversee the delivery of the projects and initiatives of other members of the Sustainability and Waste Services team.
- Support engagement with both internal and external stakeholders including DHS, Council and other health services.
- Influence senior leaders to improve their environmental sustainability performance and reduce operating costs, by building and maintaining credibility and stakeholder relationships
- Assistance with recruitment of staff to the sustainability services team
- Assistance with mandatory Environmental Reporting.
- This role provides mentoring support to the Sustainability Officer and the Waste Supervisor.
- Assisting staff for problem with sustainability related issues.

Selection criteria

Essential skills and experience:

- Relevant tertiary qualification/s in environmental management or sustainability.
- Demonstrated experience in the development and delivery of education programs, with the ability to involve and engage staff at all levels of a large organisation.
- Demonstrated experience in sustainability and sustainability best practices in a large, complex organisation.
- Demonstrated project management skills including the development of project plans, issues logs, risk management, stakeholder engagement, and the ability to manage multiple projects and initiatives concurrently and meet deadlines.
- Demonstrated sound report writing and presentation skills, and highly developed communication skills.
- Ability to effectively influence staff to improve practices.
- Demonstrated proficiency and sound information technology skills within the Microsoft Office Suite.



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Desirable but not essential:

- 5 years' experience in similar sustainability related roles
- Knowledge of Victorian Government sustainability policy framework.
- Knowledge of waste generation processes and reduction opportunities in healthcare.
- Demonstrated understanding of hospital environments, including clinical areas and management structures.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and



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abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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