



CERES Consulting Sustainability Reporting - Project Officer

Position Description

April 2024

Reporting to:	Consulting Director	Work location:	East Brunswick & remote
Department:	Consulting	Budget holder:	None
Team:	Consulting	Direct reports:	None
Classification:	EM4 Fixed contract	Working conditions:	37.5 hrs/week 12-month contract with possibility of permanency following contract period.

About CERES

CERES is an environmental education centre, urban farm and social enterprise hub spread across four locations, linked by the Merri and Darebin Creeks on Wurundjeri Country, Melbourne. Our vision is for people to fall in love with the Earth again and to that end, our work spans environmental, social, economic, spiritual and cultural dimensions.

About CERES Consulting

CERES Consulting is a social enterprise that grew from the core activities of CERES. We draw on CERES' long-term expertise and unique knowledge in environmental education, urban agriculture design, green technology, environmental auditing & management, and social enterprises to provide services for external organisations, impact a wider audience, and to help reconnect people with each other and the earth again for a more sustainable future.

Role Purpose & Details

CERES Consulting currently works with clients in education, business, first nations partnerships, community engagement, and housing. Our work spans sustainability reporting requirements including developing and implementing baseline reporting, sustainability plans, quarterly and annual reporting; environmental auditing and reporting; sustainability advice and design of community development, engagement and placemaking; community visioning and skill-sharing workshops.

The position is full-time at 37.5 hours per week, with an option to work these hours over a 9 day fortnight. This is a new position and the initial term is for 12 months, with the possibility of permanency following the contract period.



The position will be based at CERES East Brunswick Park staff head office, a minimum of 2 days per week, with the option to work remotely for the rest of the week. The position will report to the Director of CERES Consulting. The successful candidate will have the opportunity to contribute to significant impacts for our clients, communities and our environment.

Key Areas of Accountability

- Work on projects for external clients that monitor and report on progress towards sustainability goals, targets and carbon emission reductions.
- Work on projects for external clients that involve reporting on climate risk disclosure and sustainability.
- Collaborate with the team to identify and build capability to improve monitoring, reporting and disclosure of sustainability and climate change matters.
- Review and integrate sustainability and climate related reporting and disclosure requirements in our work.
- Review and integrate corporate policies and processes to ensure alignment with regulation in our work.

Participation & Collaboration

- Attending Consulting team and client meetings when required.
- Attending events and professional development when required.

Key tasks could include:

- Compiling greenhouse gas inventory (scope 1 - 3 emissions) for external clients.
- Writing sustainability reports that align with climate risk disclosure frameworks and other sustainability reporting requirements.
- Analyse, clean and visualise complex sustainability data to a variety of audiences.
- Researching current sustainability and climate reporting requirements and integrating relevant processes into team workflows.

Health, Safety, Security and Risk Management:

- Be a role model for safety and security including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times and participate with keeping all employees, contractors, interns and volunteers safe whilst on and off the premises.
- Report all incidents, potential hazards and injuries in a timely manner.
- Be aware of the risks associated with your team's every day work and ensure appropriate mitigation measures are applied.



Person Specification - Selection Criteria

Essential:

1. Tertiary qualifications in sustainability or environment, or other related discipline.
2. Demonstrated skills and experience in reporting on climate disclosure and sustainability reporting requirements.
3. Experience with greenhouse gas emission reporting frameworks, sustainability and climate change reporting frameworks and standards, and climate change risk management and scenario analysis (TCFD).
4. Familiarity with sustainability reporting and measurement frameworks such as ISO 14001, and calculation of scope 1-3 emissions as defined by the Greenhouse Gas Protocol (GHGP) or similar.
5. Passion for sustainability and the environment, and sound knowledge across these areas.
6. Strong analytical skills including the ability to analyse data (Excel), identify data trends and anomalies, and identify improvements or solutions to reporting on data.
7. Strong science communication skills including skills and experience in data visualisation to effectively communicate on climate disclosure and sustainability reporting requirements.
8. Highly developed communication skills, including writing for client-facing reports.
9. Highly developed organisational skills demonstrated through the ability to effectively work on multiple projects across a week.
10. Proven ability to collaborate and build effective working relationships with internal and external stakeholders.

Desirable:

11. 2+ years of experience in a relevant sustainability or environmental management role.
12. Demonstrated skills and experience in using Google Looker Studio to report on climate disclosure and sustainability reporting requirements.
13. Experience in using Adobe Suite including InDesign.
14. Knowledge of the Sustainable Development Goals.
15. Experience in using Monday in project and task management.
16. A car drivers licence which is valid in Victoria.

Qualifications

Tertiary qualifications in sustainability or environment, or other related discipline.



Other Important Information

- In line with the *Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015*, CERES is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.
- It is the employee's responsibility to familiarise themselves with, understand and adhere to CERES' Policies and Procedures as varied from time to time.

How to Apply

To be considered for this position applicants must submit a cover letter addressing the Selection Criteria (maximum two pages) and provide a current resume (maximum two pages).

Applications close at 5pm on Tuesday 30th April 2024. APPLY at CERES Careers

<https://ceres.org.au/careers-at-ceres/>

For enquiries about the role, please email consulting@ceres.org.au with the subject heading - **Sustainability Reporting - Project Officer.**

Interviews will be held between 7th-9th May. The position commences on **27th May 2024** or by negotiation with the successful candidate.
