

ABOUT THE OFFICE

The Office of the Commissioner for Sustainability and the Environment (OCSE) plays an important advisory, reporting and oversight role to the ACT Government to protect the ACT's environment and supports planning and development outcomes that are ecologically sustainable.

The Commissioner for Sustainability and the Environment (the Commissioner) is an independent statutory position, established by the *Commissioner for Sustainability and the Environment Act 1993*. The Commissioner undertakes the following functions and activities:

- Investigating complaints about the management of the environment by the Territory or a territory authority; and issues relating to ecologically sustainable development in the ACT
- Conduct investigations as directed by the Minister
- Conduct on the Commissioner's own initiative, investigations into actions of an agency where those actions would have a substantial impact on the environment of the ACT
- Deliver state of the environment reports

ABOUT THE ROLE

As a Project Officer, you will assist the Commissioner through providing advice on a broad range of sustainability and environmental matters within the ACT context and producing a variety of written and online materials to communicate their findings. The successful candidate will bring a curious and adaptive approach to their work, with the ability to quickly develop and apply knowledge about new topics. You will be part of a small, committed team with a strong culture of mutual support, and deliver a combination of team-based and individual projects.

WHAT YOU WILL DO

1. Support the Commissioner by conducting research and writing content for the delivery of State of the Environment, investigation and special reports.
2. Translate complex environmental research and datasets (e.g., terrestrial, aquatic and atmospheric science) into engaging, accessible, and objective reports.
3. Build effective and collaborative relationships with key stakeholders to support input into OCSE publications, investigations and reports.
4. Coordinate online communications to promote the work of the Commissioner in advocacy for the environment across government and community stakeholders by developing content and messaging and by engaging with digital and traditional media channels.
5. Enhance knowledge and public understanding of issues relating to ecologically sustainable development and the environment through supporting OCSE participation at community and stakeholder forums and events.
6. Support the delivery of OCSE functions and responsibilities by contributing to projects and performing other duties as required.

WHAT YOU REQUIRE

1. Tertiary qualifications and/or prior experience in environmental sustainability or science communication or related discipline
2. Well-developed research and writing skills with experience in producing material for reports.
3. Effective communication skills, including experience communicating complex information in a way that is accessible to a range of different audiences (e.g. children and young people, multicultural communities, minority groups, scientists, policy makers).
4. Knowledge of and/or experience using online communication platforms, social media or other creative media.
5. Knowledge of and/or experience of stakeholder engagement including with community and special interest groups, government and the wider public.
6. Demonstrated ability to operate in a team environment, as well as work independently, and to show leadership in high quality customer service.
7. A commitment to behaviors consistent with the ACT Public Service Values and Signature Behaviors.

Desirable

1. Demonstrated understanding of environmental issues in the ACT.
2. An understanding of the role of statutory office holders and environmental governance in the ACT.
3. Expertise or experience in a specific field of environmental knowledge or practice will be highly regarded (e.g. climate science, environmental education, ecology, sustainable building).
4. Expertise or experience in relevant technical skills will be highly regarded (e.g. GIS, digital storytelling, web design).

Further information

For further information about OCSE, its roles and functions, employment conditions, office locations and other related resources, please visit <https://www.envcomm.act.gov.au/>

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