

## GreenLight Executive Officer Position Description

<b>Version:</b> 1.1	<b>Position Title:</b> Executive Officer	<b>Salary Range:</b> \$90,000 - \$100,000 pro-rata + statutory superannuation
<b>Term:</b> 0.6 FTE	<b>Position Reports To:</b> GS Executive	<b>Duration:</b> 2-year contract (conditional)
<b>Date:</b> 18-Apr-21	<b>Location:</b> Greater Geelong	<b>Authorised:</b> GS Executive

### Organisational Context

#### About Geelong Sustainability

[Geelong Sustainability](#) (GS) is a not-for-profit incorporated community association established in 2007. Our volunteer-led, independent and apolitical organisation is also a Registered Environmental Organisation (REO) and charity with DGR status. We have a growing collaborative network across the community, government, business sectors as well as with other NGOs. Over the last decade, our reputation has grown considerably built upon the consistent delivery of strong project outcomes; effective community engagement; well-coordinated, professional events and evidence-based articulate advocacy.

In 2020, Geelong Sustainability released a new [Strategy 2025](#), which acknowledged we're in a global climate emergency and that the next decade is crucial! We know that a fast and fair transition will deliver economic opportunities and ecological benefits for Geelong and its people. We want to empower the bold transformative action required to become a zero carbon city region. We restructured our operations under four pillars aligned to four Sustainable Development Goals: 1) Climate Action, 2) Renewable Energy, 3) Circular Economy and 4) Sustainable Cities and Communities.

#### About GreenLight

The social enterprise, GreenLight was established in June 2019 to create and manage a revenue stream to support the long term viability of GS. [GreenLight](#) (GL) is effectively GS' commercial arm. The inaugural Executive Officer was appointed in November 2019 on an 0.4 FTE position.

Since its inception, GreenLight has filled an unmet market niche by providing energy efficiency services to government, business and households. GL's suite of commercial services include: the Victorian Residential Efficiency Scorecard assessments (VRES); Thermal camera Inspections; Solar feasibility assessments; and Energy audits.

### The Position

The Executive Officer (EO) is responsible for the day to day management of GreenLight's operations and for identifying and developing new business opportunities that align with the mission and strategy of Geelong Sustainability.

#### Key Accountabilities

- Manage all functions of GreenLight and ensure they are well planned and implemented.
- Manage finances to be self-funding and deliver an agreed dividend to Geelong Sustainability.
- Manage the delivery of existing commercial services and contracts.
- Identify gaps and emerging needs in the sustainability sector.
- Review and update the GreenLight Business Plan for approval by the Committee.
- Develop new service offerings and bring them to market.
- Promote and market GreenLight services to maximise sales and revenue.
- Prepare written proposals, tenders and quotations for new business.

- Recruit, contract, induct and manage subcontractors.
- Monitor existing service providers and subcontractors to ensure future requirements will be met.

## Other Accountabilities

- Meet with and report on a regular basis to the GS Executive.
- Present monthly report to the GS Committee on the progress of all GreenLight's activities.
- Together with the Treasurer, provide quarterly financial reports to the Committee.
- Project manage special projects of a commercial nature on behalf of the Committee.
- Develop and maintain constructive relationships with stakeholders including local councils, state government, relevant authorities, industry, business, environmental networks and the general public.
- Any other duties as deemed appropriate by the Committee.

## Key Selection Criteria

- Relevant tertiary qualifications and/or significant management experience
- Demonstrated experience in business development, strategic planning and management
- Demonstrated experience in the sustainability and not-for-profit sectors
- Strong negotiation, planning and problem solving skills
- Demonstrated ability to be creative, flexible, energetic and innovative
- Excellent written and verbal communication skills
- Knowledge of G21 region and a strong local network
- Knowledge of and commitment to the principles of sustainability.

## Other Attributes

- Able to work without direction, yet maintain structures and a planned approach
- Ability to work collaboratively as part of a distributed team
- Proficiency in contemporary office, IT and social media skills
- Willingness to work and attend meetings outside of normal office hours
- A current Victorian driver's licence and the use of a car

## Other Information

### Position Details

- A salary will be offered in the range of \$90,000 - \$100,000 pro rata for the 0.6 FTE position
- 9.5% super will be paid quarterly to the EO's nominated fund
- Geelong Sustainability supports flexible employment arrangements that meet the requirements of the right candidate and the position of Executive Officer
- The position is an initial two year appointment, subject to a satisfactory performance review after six months, and annually thereafter, and subject to continued funding of the organisation
- Appointment is subject to a satisfactory Police Check
- As GreenLight does not have a dedicated office space, the successful candidate would be required to work from home or work from a co-working space within the Geelong region.

### How To Apply

- Applications should address the key selection criteria and required attributes and include a current resume and the details of at least two referees
- Email applications to the GS Secretary, Vivienne Burke at: [info@geelongsustainability.org.au](mailto:info@geelongsustainability.org.au)
- Applications must be received by 5pm on 2 May 2021 for consideration

- To talk further about the position, please call Vicki Perrett on 0425 802 116.

## Selection Process

It is anticipated that the following schedule will be followed in regard to the recruitment process:

- Position advertised Monday 19 April, 2021
- Applications close Sunday 2 May
- Assess applications and short list Week commencing 3 May
- Advise of interviews Friday 7 May
- Undertake interviews Week commencing 10 May
- Appointment of successful applicant Friday 14 May or soon thereafter

Applicants note the above mentioned key dates, and make provision for attending interview if requested.