

# Position description

<b>Position title:</b>	Community Climate Action Advisor	<b>Team:</b>	Climate Action Solutions <i>(or Community Climate Action Team)</i>
<b>Division:</b>	Community Directorate	<b>Reports to:</b>	Climate Action Solutions Team Manager <i>(Community Climate Action Team Manager)</i>
<b>Department:</b>	Environmental Services	<b>Direct reports:</b>	NA
<b>Unit:</b>	Sustainability Initiatives	<b>Indirect reports:</b>	NA



## Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.



## Purpose of the job

To support and deliver projects within the Climate Action Solutions *(or Community Climate Action teams work programme.)* To contribute to the outcomes of Te Tāruke-ā-Tāwhiri: Auckland's Climate Plan, local board plans, and the Auckland Plan. To provide subject matter expertise to our stakeholders, elected members, and customers.

 <p><b>Key responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Be aware of, and demonstrate, the principles of <b>Our Charter</b>. This sets out the expectations for conduct at Auckland Council.</li> <li>• We recognise that urgent climate action is necessary to build a better future for the people of Auckland.</li> <li>• You participate in initiatives that embed sustainability and resilience in the way we work. You are willing to develop your own capacity and understanding in sustainability, climate action, resilience and carbon reduction in order to contribute towards our outcomes in Te Tāruke-ā-Tāwhiri: Auckland's Climate Plan.</li> <li>• Design projects that deliver on the Climate Action Solutions (<i>or Community Climate Action team</i>) work programme</li> <li>• Procure services to deliver projects</li> <li>• Provide subject matter expertise to internal and external customers</li> <li>• Manage projects (either in a project or contract manager capacity depending on the project), including budget tracking, invoicing, performance and evaluation</li> <li>• Provide lead or support functions across the team</li> <li>• Ensure services are delivered in a manner that maximises community/customer engagement, development and behaviour change opportunities</li> </ul>
 <p><b>Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Communities/customers contribute to the achievement of council low carbon, resilience and sustainability goals</li> <li>• Increase in community/customer participation in low carbon, environmentally sustainable living</li> <li>• Services demonstrate tangible results for the investment of resources</li> <li>• Service delivery maximises alignment with local board and governing body priorities</li> </ul>
 <p><b>Key skills</b></p>	<ul style="list-style-type: none"> <li>• Strong project management skills</li> <li>• Ability to apply behavioural change science to project design</li> <li>• Strong relationship building skills</li> <li>• Ability to manage budgets and timelines</li> <li>• Can provide specialist advice on low carbon living/sustainability, climate action and/or resilience in one or more disciplines to internal and external stakeholders</li> <li>• Excellent verbal and written communication skills</li> <li>• Good attention to detail</li> <li>• Strong team player</li> <li>• Commitment to developing your cultural competency and understanding of te ao Māori</li> </ul>

### Auckland Council behaviours



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**Job requirements**

- Relevant tertiary qualification required: Social Science / Behaviour change / Environmental Science / Community Development
- A current and relevant NZ Driver’s license or other applicable way of travelling across the region
- Minimum of four years’ experience in a relevant role
- Contract management
- Health & Safety Management

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

<b>Approving manager:</b>	<b>Version date:</b>
Climate Action Solutions Team Community Climate Action Manager	14 April 2025

 <p><b>Job framework</b></p>	<b>Job function:</b>	<b>Job family:</b>	<b>Job:</b>

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