

## Technical Coordinator Sustainability Services

- Work with Australia's leading authority on sustainable buildings and communities
- Gain valuable exposure in the sustainable development field.
- Sydney CBD Location

### About the Green Building Council of Australia

The Green Building Council of Australia (GBCA) is the nation's authority on sustainable buildings and communities. The GBCA employs 45 staff and its mission is to accelerate the transformation of Australia's built environment into one that is healthy, liveable, productive, resilient and sustainable. The GBCA works with industry and government to encourage policies and programs that support its mission. The Council educates thousands of people each year on how to design and deliver efficient and sustainable outcomes for Australia's buildings and communities. And the GBCA operates Australia's only national, voluntary, holistic rating system for sustainable buildings and communities – Green Star.

### About the role

Working within the Sustainability Services team you will be responsible for coordinating, reviewing and developing technical materials relevant to GBCA rating tools and related activities, including Green Star. You will also be supporting external project teams in achieving Green Star certification and interacting with the assessment panel.

As this is a key role in the Sustainability Services team you will gain valuable exposure in the sustainable development field.

This is a full-time role based in our 5 Star Green Star-rated Sydney office, located opposite Hyde Park.

### Duties

- Collate comments and feedback from reviewing development materials, credits and discussions papers.
- Assist in the development of Green Star credits, submission templates, diagrams and education materials.
- Research topics and subjects related to the development of new or under review Green Star credits and other rating systems.
- Compile and review submission guidelines, calculators, calculator guides and rating tool scorecards.
- Proofread and edit development materials, minutes, queries and records as needed.
- Coordinate internal and external activities such as meetings and workshops.
- Ensure Green Star assessment results are technically correct and reported to project teams
- Manage internal and external stakeholder engagement ensuring excellent customer service.
- Manage all active Green Star email accounts.
- Review and analyse internal processes and procedures.
- Respond to general Green Star rating system queries and other sustainable building-related matters.

### Required skills and experience

- Tertiary degree with a focus on the built environment, either in architecture, engineering, interior design, facilities management or sustainable development.
- Green Star Accredited Professional (desired but not essential).
- Experience with sustainability rating systems and sustainability concepts within the built environment.
- Excellent written and verbal communication skills.

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- Organisational skills with the ability to manage competing deadlines.
  - Strong analytical problem solving skills.
  - Ability to work in a team.
  - Adaptability in a fast paced and changing environment.
  - Knowledge of Microsoft Word, Excel and PowerPoint.
  - Knowledge and understanding of Green Star desired.

### **Culture**

Join a motivated and committed team who are passionate about creating sustainable places for everyone. By being part of the GBCA team you can expect a fulfilling and rewarding career through making a difference in transforming the sustainable built environment. The GBCA offers a progressive environment and culture that will support you to learn and develop in your chosen career.

### **Benefits**

- Mentoring program.
- Flexible working arrangements to support a work/life balance.
- Commitment to a workplace health and safety environment and culture.

### **How to apply**

Closing date for applications: COB Friday 2 October 2015

Please email your covering letter and resume addressed to Catherine Andon, HR & Operations Manager to [catherine.andon@gbca.org.au](mailto:catherine.andon@gbca.org.au)