

Project Manager Sustainability

The Organisation:

The Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a religious institute of Catholic women (Sisters) who follow Catherine McAuley in seeking to advance the reign of God by engaging in spiritual and corporal works of mercy. ISMAPNG is a large and complex organisation involved in a broad range of ministries including health, aged care, education, social welfare, justice and advocacy.

Much of the work of ISMAPNG is administered through a team of people who work closely with ISMAPNG's Leaders to support the works and ministries of ISMAPNG and its Sisters by providing relevant advice, efficient services and practical solutions.

The Role:

The Project Manager Sustainability will provide specialist leadership and technical expertise on environmental sustainability strategies and legislative requirements across ISMAPNG. The Project Manager Sustainability will work closely with the Executive Leadership Team, Community Leaders, Sisters and relevant staff to develop and drive action in areas of sustainability across the Institute, as indicated in the Policy: "And Integrated Approach to Sustainable Living", which was launched in November 2016.

Your key accountability and responsibilities within this role will be to identify areas for planning and implementation of Sustainability practices. You will focus on areas for immediate and long term action in line with the Sustainability Policy's seven key areas – energy, water, waste, transport, procurement, investment and infrastructure.

You will also be required to develop and implement sustainability procedures applicable to the Sustainability Policy and collaborate and liaise with the Executive Leadership Team, Community Leaders, Sisters and the Sustainability Implementation Committee to ensure a smooth and effective roll out of sustainability actions and programs across the Institute.

To be successful in this role, we are looking for someone who has:

- A tertiary qualification in an Environmental related subject
- Project Management experience – particularly in relation to environmental and sustainability practices
- Extensive knowledge of business environmental sustainability practices
- Experience in strategy and policy development
- Experience in writing reports and presentations to the Executive Leadership Team
- The ability to operate in a highly complex and multidisciplinary environment

- Advanced experience in MS Office, in particular Excel.

Additionally, you will have exceptional communication and interpersonal skills for liaising with internal and external people at all levels. This is a newly created position and, although you will operate with a high level of autonomy, your ability to work in a team and manage key relationships across ISMAPNG is essential.

Reporting to the Executive Leader of Mission & Ministry, this is a unique and pivotal role and the successful candidate will need to be well experienced in Project Management, with an appreciation and understanding of the Catholic Faith. The location of this position is flexible and will depend on the candidate. It is anticipated this role will operate out of one of the Mercy Centre's across Australia.

An attractive remuneration package will be negotiated.

Applications should be forwarded to vivian@crmatters.com.au or you can contact Vivian Meloni directly on 0438 001 840 for a confidential discussion.