

Occupation: Sustainability Assistant

Job Description: employees would advise clients, under direction in the capacity of an assistant on sustainability issues. The position may be in a medium to large company advising on internal and external operational sustainability issues, or in a small company advising external clients. Employees blend general business tasks with specific basic reporting on sustainability issues. Background work will include basic research and presenting of information.

Qualification: BSB30107 Certificate III in Business

This qualification reflects the role of individuals who apply a broad range of competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

The Business Services BSB07 Training Package guidelines, with the incorporation of an environmental and a waste management elective have been applied to create this occupational profile:

12 Units Required	
Core Unit	
BSBOHS201 A	Participate in OHS processes
Elective Units Selected	
BSBDIV301 A	Work effectively with diversity
BSBADM311 A	Maintain business resources
BSBINM301 A	Organise workplace information
BSBINM302A	Utilise a knowledge management system
BSBINN301 A	Promote innovation in a team environment
BSBITU306A	Design and produce business documents
BSBITU303A	Design and produce text documents
BSBPRO301 A	Recommend products and services
BSBSUS301 A	Implement and monitor environmentally sustainable work practices
BSBWOR301 A	Organise personal work priorities and development
PRMW33A	Educate public on waste management issues