

Occupation: Sustainability Officer

Job Description: employees would conduct clerical work, with a focus on sustainability. Business network and teamwork would be undertaken to identify and possibly propose potential improvements. 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 project activity with the implementation of sustainable work practices. Background work will include research and presenting of information.

Qualification: BSB40207 Certificate IV in Business

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

The Business Services BSB07 Training Package guidelines, with the incorporation of environmental and sustainable electives have been applied to create this occupational profile:

10 Units Required	
Core Unit	
BSBOHS407 A	Monitor a safe workplace
Elective Units Selected	
BSBADM405A	Organise meetings
BSBINN301 A	Promote innovation in a team environment
BSBLED401 A	Develop teams and individuals
BSBPMG510A	Manage projects
BSBREL401 A	Establish networks
BSBRSK401 A	Identify risk and apply risk management processes
BSBSUS301 A	Implement and monitor environmentally sustainable work practices
BSBSUS501 A	Develop workplace policy and procedures for sustainability
BSBWRT401 A	Write complex documents