

Occupation: Sustainable Business Officer

Job Description: employees apply sustainable business processes to all aspects of operations, including customer service and resource usage. 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 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 a sustainable elective have been applied to create this occupational profile:

10 Units Required	
Core Unit	
BSBOHS407A	Monitor a safe workplace
Elective Units Selected	
BSBFIA402A	Report on financial activity
BSBCUS401A	Coordinate implementation of customer service strategies
BSBADM409A	Coordinate business resources
BSBPMG510A	Manage projects
BSBWRT401A	Write complex documents
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information