

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Sustainability

EXAMPLE 1

PROFILE

An astute, talented and passionate Business Development Manager, whose record of success includes recently completed projects in the health and sustainable transport sector, which have resulted in tangible behaviour change and quantifiable results. My diverse career experience spans roles across the corporate and not-for-profit sectors including Advertising, Media, Communications, Hotels, Tourism, Event Management, Human Resources and Facilities Management.

OBJECTIVE

I am seeking a role with a strong focus on Sustainability either within this rapidly emerging sector, or in an existing, well regarded organisation. Ideally I wish to fully utilise my strengths in project management, business development, strategic communications and people management, to influence business / government in adopting and integrating sustainable practices into their daily, ongoing operations in a positive way and for the long term.

CAPABILITIES & ATTRIBUTES

Strategic Planning & Marketing

Ready ability to interpret/evaluate information, strong attention to detail, conceptualise/simplify problems, market research future trends, then plan/implement appropriate solutions, often through project management frameworks

Management & Leadership

An energetic and motivating leader, able to guide teams to reach their goals, always acknowledging people's efforts and placing a strong emphasis on continual growth and professional development

Interpersonal & Communication

Highly self-motivated, ethical and positive, bringing an abundance of passion and energy to all tasks. Outgoing and personable, with excellent written and verbal communication skills that facilitate engaging presentations, skilful negotiations and clear, open and influential consulting advice

Commercial Acumen

'Hands-on' experience of financial imperatives; business development success identifying/generating revenue initiatives, sales and sponsorships; capacity to analyze, forecast and manage budgets

Relationship Management

Demonstrated success in account management, developing strong and sustainable customer/ stakeholder relationships which enhance profitability and foster effective internal and external collaboration whilst enhancing brand strength

Technical Skills

- Microsoft Word; Excel; PowerPoint; Lotus Notes; Microsoft Outlook; Internet Explorer
- Applications: SAP/CRM; Seibel, Fast Track, Recruit Live, Sales Force, Xero. Typing (65 words/min)

Sustainability

EXAMPLE 2

SKILLS & ATTRIBUTES

- Development, management and implementation of ISO 14001 Environmental Management Systems
- Strong written communication including the preparation of project, technical, financial, status reports and educational materials
- Highly experienced in developing customer and stakeholder relations and understanding client needs
- Development and implementation of Environmental & Water Management Plans for community buildings
- Environmental project management – ability to manage and complete projects on time and within budget
- Ability to liaise with and negotiate across all levels within an organisation and also with public authorities, contractors, consultants and other stakeholders
- Collecting, collating, interpreting and reporting energy, water, waste/recycling and emissions data
- Highly experienced in developing policies, strategies and plans to minimise the effects of climate change on Council and the community, such as the Manningham 'Climate 2020 Action Plan'
- Excellent working knowledge of and compliance with relevant Acts, Regulations, SEPPs, Codes of Practice
- Able to work autonomously or as a committed team member
- Highly developed research, analytical and problem solving abilities
- Self-starter with excellent time management
- Conducting compliance audits and environmental risk assessments
- Preparation and monitoring of budgets
- Experienced in OH&S management and compliance
- Proven experience in the use of cost benefit analysis techniques
- Public speaking including training sessions and Board presentations
- Developing and improving procedures, guidelines, standards and plans
- Recruiting, training, supervising staff and allocating resources
- Development of energy, water, waste and recycling programs for the public and private sectors
- Computer literate – Office, Word, Excel, PowerPoint, Outlook and using Polycom

Sustainability

EXAMPLE 3

PROFILE

With a background in environmental engineering and sustainability, my career has developed with numerous roles with Victorian Statutory Authorities in the water catchment sector. Over the last eight years I have held senior project and executive roles which has enabled me to pursue innovation and entrepreneurship – fields I am currently studying for a Masters qualification. My strengths in team leadership, project management, opportunity assessment and systems and cost efficiency has resulted in a number of significant innovations and achievements.

SKILLS & ATTRIBUTES

Leadership and Management

- Development of strategy including staff communications, goal setting and monitoring progress
- Sound financial management abilities in budgeting, cost control and accounting
- Innovative problem solver able to manage several tasks concurrently
- Ability to work independently or as part of a team
- In depth knowledge of governance, compliance and risk management issues
- Effective team leadership through delegation, motivation and accountability
- Coaching, mentoring and development of individuals and teams for personal/professional growth

Technical and Commercial

- Leading change management programs including new business systems and processes
- Able to develop and present compelling business cases for growth, innovation and efficiency
- Education and awareness campaigns for new services and regional issues
- Project and contract management of both consultancies and contractors
- Sustainability and strategy specialist across water, NRM and government sectors
- Specialist in statutory functions across water, land and planning related legislation

Communication and Interpersonal

- Excellent verbal and written communicator across all levels including Board reporting
- Strong stakeholder manager internally and externally ensuring successful project delivery
- Professional, committed, strong decision maker and negotiator
- Innovator/Entrepreneur – able to assess and exploit opportunities for new business
- Flexible, creative, multi-tasker able to coordinate self and others
- Confident public speaker able to represent organisations at community and stakeholder forums