



**BUILDING A  
SUSTAINABLE  
FUTURE**

## Green Building Council of Australia Position Description

<b>Position Title:</b>	<b>Certified Assessor</b>
<b>Company:</b>	<b>Green Building Council of Australia</b>
<b>Unit:</b>	<b>Green Star</b>
<b>Location:</b>	<b>NSW (Sydney)</b>

### A Organisational Overview

The Green Building Council of Australia (GBCA) is a national, not-for-profit organisation that is committed to developing a sustainable property industry for Australia by encouraging the adoption of green building practices. It is uniquely supported by both industry and governments across the country.

The GBCA's key objectives are to drive the transition of the Australian property industry towards sustainability by promoting green building programs, technologies, design practices and operations, as well as the integration of green building initiatives into mainstream design, construction and operation of buildings. This is done through the suite of Green Star rating tools.

### B Position Purpose

To review, consider and recommend whether project documentation submitted to the GBCA for a Green Star rating meets the requirements in order to obtain the desired rating.

To ensure that all projects are assessed in an independent, equitable and robust manner. A methodology is outlined in the procedures set by the Green Building Council of Australia.

### C Primary Responsibilities

- Undertake comprehensive review and evaluation of Green Star submissions for both the Round 1 and Round 2 assessments.
- Comply with all policies and procedures set out by the GBCA related to assessments and Certified Assessors.

- Ensure that each Green Star submission is assessed in an objective, fair and robust manner by following the methodology outlined in the procedures set by the GBCA.
- Prepare appropriately for each round of the assessment process in order to be able to provide valuable and comprehensive contribution to the Assessment. Certified assessors are expected to form an opinion on whether a credit should be awarded or denied based on the information provided for each credit within the submission in order to facilitate discussion.
- Attend a minimum of two of the four Quarterly Assessment Panel Meetings, either in person or via teleconference. Participation in topics for discussion is encouraged.
- Be available to undertake at least one round of assessment per month.
- Participate in the mentoring program for new Certified Assessors if required.
- Provide timely and professional advice for Peer Reviews, Credit Interpretation Requests and Technical Clarifications.
- Monitor Independent Chairs during assessments and inform GBCA of behaviours that may breach Duties and Responsibilities set out by the GBCA.
- Undertake yearly certification renewal.
- Understand and promote the mission of the Green Building Council of Australia.

## D Other

- Invoice the GBCA for services provided in line with the 'GBCA invoicing policy and procedure'.
- Provide feedback on all aspects of the Green Star Assessment Process, Green Star tools and the Green Building Council of Australia.

## E Reporting Relationships

The Certified Assessor reports to:

- Green Star Technical Coordinators/Case Managers
- National Technical Manager - Certifications
- Green Star - Executive Director

## F Selection Criteria

### Essential Experience and Qualifications

1. Green Star Accredited Professional
2. Compliance with one of the following
  - Minimum 5 years full time professional experience in the building industry
  - Recent university graduate in a relevant postgraduate field completed within the last 5 years (i.e. Master of Sustainability, Engineering, Architecture or Building Management).
  - At least 1 year professional experience, after the completion of a relevant university degree (i.e. engineering, architecture, building management).

3. Demonstrated working knowledge of the Green Star submission process including technical input into a submission.

#### Essential Personal Attributes

1. Exemplary professional ethics.
2. Demonstrated ability to be thorough, objective and consistent in judgement.
3. Reliability, punctuality and the ability to prepare for meetings in advance.

#### Desirable

1. Demonstrated proficiency and understanding of energy models.
2. Demonstrated experience with technical aspects of operating commercial buildings i.e. Building Management System knowledge.
3. Experience in assessment and auditing (e.g. ABGR Accredited Assessor or ISO 14001 accredited auditors).
4. Proven cross disciplinary knowledge within the building industry or knowledge of holistic sustainable building practices.
5. Active membership of a GBCA Technical Working Group.
6. Employment within an organisation that is a GBCA member.
7. Commitment to the GBCA and Green Star (e.g. through the submission of constructive feedback, or other involvement with the GBCA).

## **G Terms of Employment**

The Certified Assessor will be required to commit to:

- Attend minimum two of the four Quarterly Assessment Panel Meetings either in person or via teleconference.
- Yearly certification renewal.
- Participate in one round of assessment per month.
- Participate in mentoring program to new Certified Assessors if required.

## **H Special Conditions**

Certified Assessors are employed on a contractual basis and are not guaranteed a minimum number of hours of work.