



**BUILDING A  
SUSTAINABLE  
FUTURE**

## Green Building Council of Australia Position Description

Position Title:	Independent Chair
Company:	Green Building Council of Australia
Unit:	Green Star
Location:	NSW (Sydney)

### 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 ensure that the due process of the Green Star assessment is adhered to so that all projects may receive an equitable and objective assessment. A methodology is outlined in the procedures set by the Green Building Council of Australia.

### C Primary Responsibilities

- Oversee the Green Star Assessment Process during assessments and ensure that the assessment is conducted in an objective, fair and transparent manner.
- Comply with all policies and procedures set by the GBCA related to assessments and Independent Chairs.
- Prepare appropriately by becoming familiar with the general section of the project submission for each round of the assessment process.

- Ensure that the Certified Assessors undertaking the assessment do not have a conflict of interest.
- Moderate discussions between the members of the Assessment Panel, and ensure that the assessors adhere to the letter of the Technical Manual.
- Communicate any issues pertaining to Green Star, the assessment process or the assessment panel to the GBCA staff.
- Monitor Certified Assessors during assessments and inform Green Building Council of behaviours that may breach Duties and Responsibilities set out by the Green Building Council.
- 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 mentoring program to new Independent Chairs if required.
- Understand and promote the mission of the Green Building Council of Australia.

## D Other

- Invoice the Green Building Council 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 Independent Chair reports to:

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

## F Selection Criteria

### Essential Experience and Qualifications

1. Demonstrated commitment to the principles of sustainability, the environment and an interest in the philosophy of green building and design.
2. Experience chairing and facilitating meetings.
3. Demonstrated critical analysis skills.
4. Excellent communication and liaison skills.

### Desirable

1. Training in negotiation and mediation.
2. Demonstrated holistic expertise in fields such as project management or strategic planning.

## **G Terms of Employment**

The Independent Chair will be required to commit to:

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

## **H Special Conditions**

Independent Chairs are employed on a contractual basis and are not guaranteed a minimum number of hours of work.