Living Future Institute of Australia's

Technical Officer – Position Description

Values	Vision
Courage We challenge the status quo **Inclusion** We offer opportunities for all **Inspiration** We inspire new practices	"*A socially just, culturally rich, and ecologically restorative future*" – ILFI
	Mission To show the world what good looks like in building, community and organisational development and help make it happen.

Title	Technical Officer
Reporting	The Technical Officer reports to the Technical Manager.
Role Purpose	The Technical Officer role is one of both internal program administration and external program engagement and delivery across a range of programs to deliver on LFIA key objectives and the strategic plan.
Key Skills	• Demonstrated interest and understanding of Living Building Challenge, Declare and other building certifications/standards • Relevant degree • Built environment experience preferable but not essential • Demonstrated customer support experience • Ability to work independently and within a team, • Computer savvy with proficiency in a variety of operational software • Care and accuracy in administration and reporting
Key responsibilities	**Primary Duties and Responsibilities** • Align with the LFIA values and mission while carrying out the responsibilities of this role. • Support the growth of technical advisory services • Administer and support the delivery of the Living Future education curriculum • Administer and support the growth of the Declare label

	● Build good working relationships with the rest of the LFIA team, board, ILFI, sponsors, collaboratives, volunteers and broader network ● Attend internal and external meetings as required ● General administration as required
Offer	Whilst intended as a permanent part-time role in future, this position is offered initially as: Sydney or Melbourne based Fixed-term at 6 months, beginning April/May 2020 Part-time, 2 days per week The position allows for flexible working arrangements. The role may be based from a number of supporting partner organisations.