**Sustainability Strategy Analyst**

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0060507</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 8 - $115,137 - $124,622 per annum (pro rata for part-time)</td>
</tr>
<tr>
<td>STANDARD/SALARY</td>
<td></td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17 %</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</td>
</tr>
<tr>
<td>CONTACT FOR ENQUIRIES ONLY</td>
<td>Katie Mee</td>
</tr>
<tr>
<td></td>
<td>Tel +61 (0)434401291</td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:cmee@unimelb.edu.au">cmee@unimelb.edu.au</a></td>
</tr>
</tbody>
</table>

*Please do not send your application to this contact*
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

**FINANCE**

The Finance team's core objective is to advance University strategy through financial leadership and innovation, strategic sourcing and contracting.

Reporting to the Chief Financial Officer, the Finance team is comprised of six sub-portfolios including:

- Accounting & Budgeting
- Commercial Services
- Corporate Finance, Property and Sustainability
- Finance & Operations
- Financial Services
- Strategic Financial Initiatives

The Corporate Finance, Property and Sustainability (CFPS) team is responsible for ensuring that the University’s property, infrastructure, and financial assets/liabilities enable strategy & provide a meaningful competitive advantage. The CFPS team’s key activities include strategy, planning and performance of the University’s estate, investment in and development of real property, capital planning and associated investment processes, enterprise portfolio management monitoring and reporting, oversight of financial investment portfolios, treasury and financial risk management, debt, and commercial arrangement advisory and execution, sustainability strategy development, planning, governance and reporting.

This position is based in the CFPS team.

**EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity
and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE
Position Purpose:
The Sustainability Strategy Analyst is a key member of the Sustainability Strategy team within Corporate Finance, Property and Sustainability (CFPS). The Sustainability Strategy Analyst will support the Director, Sustainability and team colleagues in a range of activities including the development, implementation and reporting of the University’s sustainability framework and Sustainability Plan. For further information see https://about.unimelb.edu.au/priorities-and-partnerships/sustainability/framework.

This role will help coordinate University-wide workstreams contributing to the achievement of the Sustainability Plan aspirations and targets. As this is a small team, the Sustainability Strategy Analyst has the opportunity to experience and contribute to all facets of the University’s sustainability strategy. They are required to demonstrate a significant level of initiative and independence under the direction of the Director, Sustainability, and will work with colleagues across the broader CFPS team and the University to support delivery of the University’s sustainability strategy.

Reporting line: Director Sustainability
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: #

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant
Operational context: University wide – all campuses, Divisions and subsidiaries

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.
Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**
The Sustainability Strategy Analyst role includes but is not limited to the following responsibilities:

- **Sustainability planning and delivery** - Provide day-to-day support to the Director Sustainability on the overall work program related to implementation of the Sustainability Plan, and other sustainability-related activities. Undertake ad hoc sustainability-related projects as required.

- **Greenhouse gas inventory and forecasting (scopes 1, 2 and 3)**: Subject matter expert on greenhouse gas emissions across all of the University’s activities. Manage the University’s annual greenhouse gas inventory (GHGI) process and reporting.

- **Carbon neutral strategy**: Support the development and implementation of the University’s strategy to achieve Climate Active certified carbon neutrality by 2025 and climate positive by 2030.

- **Research and analysis** - Undertake research, data gathering, detailed analysis and benchmarking to provide evidence-based advice and recommendations around key sustainability-related strategic questions, issues or opportunities. This includes analysis required for external and/or regulatory reporting such as University rankings, Climate Active certification, Treasury assurance and Sustainability Reports.

- **Communication and advocacy** - Draft and contribute to reports, presentations, strategy documents, project proposals and business cases, briefs and committee papers

- **Stakeholder partnerships** - Support the Sustainability Strategy team to develop strong, effective working relationships with key stakeholders across the University.

**Selection Criteria:**

**Education/Qualifications**

1. The appointee will have: a postgraduate qualification in a relevant discipline and relevant experience, or an equivalent combination of relevant experience and education/training.

**Knowledge and skills:**

1. Knowledge and understanding of local and global trends in sustainability.
2. Demonstrated experience in Climate Active compliant carbon accounting (scopes 1, 2 and 3), and development/implementation of carbon emissions reduction initiatives.
3. Demonstrated experience in delivering sustainability-related outcomes in the workplace.
4. Demonstrated organisational and planning skills, including the ability to prioritise workload and plan and deliver multiple activities concurrently.
5. Very strong analytical skills, including the ability to conceptualise, follow, analyse and communicate complex information. Demonstrated ability to adapt analysis and presentation to diverse audiences.

6. High level research and written skills, including the ability to draft reports, project documents, correspondence, meeting minutes and presentations.

7. Adaptable, with the ability to work with and manage ambiguity and to identify and follow up issues while keeping relevant senior team members informed.

8. Strong interpersonal and communication skills with the demonstrated ability to liaise and work effectively with stakeholders in a large and complex organisation.

9. Demonstrated ability to work independently and as part of a team, with strong team-based values, including working effectively and collaboratively with others, striving to deliver beyond expectations and building relationships across the organisation.

10. High level computing skills, including proficiency in MS Word, MS Excel, MS Project, MS Powerpoint and MS Outlook and the ability to learn new systems quickly.

**Desirable:**

1. Direct experience with Climate Active carbon neutral certification for an organisation

2. Knowledge and understanding of the University’s strategic and operational context, particularly as it relates to sustainability initiatives.

3. Project management skills and experience managing external consultants.

**Other job related information:**

Occasional work out of ordinary hours and travel required.