



# BUSINESS ANALYST - CLIMATEWORKS

<b>DEPARTMENT/UNIT</b>	Monash Sustainable Development Institute
<b>FACULTY/DIVISION</b>	Monash Sustainable Development Institute – ClimateWorks
<b>CLASSIFICATION</b>	HEW Level 6
<b>WORK LOCATION</b>	ClimateWorks Australia, Melbourne CBD

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

**Monash Sustainable Development Institute (MSDI)** is committed to Sustainable Development research, translation and education. MSDI also engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally. Our expanding education focus includes postgraduate courses and PhD supervision alongside capacity development and student leadership activities. To learn more about MSDI [please visit our website](#).

**ClimateWorks** Australia is an expert, independent adviser, acting as a bridge between research and action to enable new approaches and solutions that accelerate Australia's transition to net zero emissions by 2050. It was co-founded in 2009 by The Myer Foundation and Monash University and works within the Monash Sustainable Development Institute.

Since launch, ClimateWorks has made significant progress, engaging key decision makers from all tiers and sides of politics and business. Their collaborative, end-to-end approach to solutions that will deliver greatest impact is informed by a thorough understanding of the constraints of governments and the practical needs of business. This, combined with philanthropic funding and university ties, has earned the organisation an outstanding reputation as a genuine and impartial adviser.

In the pursuit of its mission, ClimateWorks looks for innovative opportunities to reduce emissions, analysing their potential then building an evidence-based case through a combination of robust analysis and research, and clear and targeted engagement. They support decision makers with tailored information and the tools they need, as well as work with key stakeholders to remove obstacles and help facilitate conditions that encourage and support Australia's transition to a prosperous, net zero emissions future.

To learn more about us and the work we do, visit our website: [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

## POSITION PURPOSE

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ClimateWorks' research projects are pioneering and multidisciplinary in nature, drawing on the latest research from technical, economic, financial and scientific fields. To work in this environment, the Business Analyst will be

creative and apply strong problem-solving skills to contribute to the development of frameworks and methodologies. The Business Analyst will be responsible for supporting the analysis conducted by the National Programs team. The position will identify and review scientific and economic reports to gather data relevant to the projects, support robust data analysis and modelling (in Excel) under guidance, generate reports and presentations based on their findings and interact with project partners (both internal and external).

**Reporting Line:** The position reports to a Senior Project Manager, under general supervision

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Coordinate the accurate and timely collection of data/information from scientific and economic reports to support the National Programs team analysis work
2. Support robust data analysis and modelling (in Excel) and actively participate in quality assurance for both inputs and outputs of data analysis under the guidance of the Head of National Programs and other senior staff
3. Actively participate in quality assurance for both inputs and outputs of data analysis
4. Contribute to collaborative problem-solving sessions to develop innovative frameworks and methodologies
5. Assist in generation of detailed reports based on findings from data analysis, focused on audience's needs and interests
6. Create visuals that demonstrate data analysis results in a clear, concise and compelling manner (mostly in PowerPoint) and deliver oral presentations of research results to internal audiences
7. Assist in development of work plans for each project and manage by undertaking regular monitoring of project schedules and ensure they are progressing and delivering to the agreed timeframes and milestones
8. Proactively alert management of any arising issues that could compromise quality or timelines and propose mitigation approaches
9. Provide assistance with the preparation of project funding proposals

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree in a relevant field with subsequent relevant experience; or
  - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Excellent administration skills and a demonstrated capacity to develop and implement effective operational processes and systems
3. Highly numerate with strong quality management skills and strong analytical and problem-solving skills including the ability to interpret and present data, identify trends/issues, and make practical recommendations for strategic modelling
4. Proficiency in the Microsoft Office suite of applications, in particular Excel and PowerPoint
5. Good creativity skills to define new ways to frame issues and solve complex problems

6. Demonstrated organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure
7. Excellent attention to detail and accuracy
8. Demonstrated ability to work as an effective member of a team, promoting business objectives and initiatives, as well as the ability to exercise independence, judgment and initiative
9. The ability to work with ambiguity and be excited by the idea of working in an entrepreneurial culture and on pioneering research topics
10. Strong interpersonal, verbal and written communication skills, including the ability to draft a range of documentation, interact with a diversity of colleagues and clients and maintain discretion
11. Passion for sustainability-related issues, and keen interest or experience in one of ClimateWorks' key knowledge areas (energy efficiency, land use, clean power generation)

## **OTHER JOB RELATED INFORMATION**

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- Some travel to other locations to meet with project partners may be required
- Overtime may be required from time to time

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.