ADMINISTRATIVE OFFICER – CLIMATEWORKS AUSTRALIA

DEPARTMENT/UNIT
ClimateWorks Australia / Monash Sustainable Development Institute

FACULTY/DIVISION
Provost and Senior Vice-President

CLASSIFICATION
HEW Level 5

WORK LOCATION
Melbourne CBD

ORGANISATIONAL CONTEXT
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.

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 accelerate the transition to net zero emissions for Australia and Asia Pacific. It was co-founded in 2009 by The Myer Foundation and Monash University and works within the Monash Sustainable Development Institute. ClimateWorks Australia also benefits from strong relationships with an international network of affiliated organisations that support effective policies, financing and action for greenhouse gas emissions reductions.

Since launch, ClimateWorks has made significant progress. Our 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, building an evidence-base for action through a combination of robust research and analysis, clear and targeted engagement, and effective capacity strengthening. We support decision makers with tailored information and the tools they need, and work with key stakeholders to remove obstacles and help facilitate conditions that encourage and support the transition to a prosperous, net zero emissions future.
POSITION PURPOSE

The Administrative Officer sits within the Operations team, providing a range of professional and high-quality administrative services to the ClimateWorks Australia National Program in order to support the effective coordination of activities in the end-to-end delivery of projects and business requirements.

The position assists the Head of the National Team and their staff through the provision of administrative and executive support and contributions to various activities, with a focus on excellence in process and judgement and the provision of sound and timely advice and support.

Sitting within Operations, the role is also part of the administration team supporting the wider ClimateWorks organisation.

Reporting Line: The position reports to the Head of the National team under general direction and input from the Operations Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide professional support services, throughout all phases of the program, to assist the team including preparing various types of documentation, coordinating meetings and workshops, organising travel, events coordination and executive and general support to the National team

2. Undertake various operational tasks, including recording and monitoring deliverables, liaising across teams and assisting with project development within agreed standards and timeframes

3. Support the tracking and reconciliation of project and travel expenses, identifying, investigating and resolving routine issues recruitment processes and systems development when required

4. Undertake various project tasks, including recording and monitoring project deliverables and milestones, to help move projects towards completion within agreed standards and timeframes

5. Maintain excellent working relationships with a range of internal and external stakeholders and use these to facilitate communication and support coordination activities

6. Implement and utilise records management, filing and reporting systems to maintain records, manage documentation, coordinate workflows and collate reports in accordance with ClimateWorks guidelines and Monash University policies and procedures

7. Support the team to ensure best practice stakeholder management through use of the CRM and project management programs

8. Contribute to and initiate continuous improvement activities that will enhance the operational excellence of ClimateWorks

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   • A tertiary qualification in administration or project management or a relevant field; or
   • substantial relevant skills and work experience; or
   • an equivalent combination of relevant experience and/or education/training
Knowledge and Skills

2. Experience providing excellent professional project and/or administrative support services in a busy and complex environment

3. Excellent administration skills and a demonstrated experience in events management, including coordinating travel and accommodation, risk assessment, catering and front-of-house coordination

4. Demonstrated high-level organisational skills, including attention to detail, the ability to set priorities, juggle competing demands, manage time and plan work to effectively meet deadlines

5. Proven ability to work as an effective member of a team as well as the ability to exercise independence and judgement where required

6. Highly developed computer literacy, including experience using business software such as the Google Suite of applications, Microsoft Office, task management software such as Trello and travel management software

7. Experience and/or knowledge of CRM platforms, such as Salesforce, project management software such as Daptiv

8. A strong commitment to excellence in stakeholder relations and a hands-on approach to service provision

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

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.