



PROJECT OFFICER (FOOD AND LAND USE) - CLIMATEWORKS

DEPARTMENT/UNIT

ClimateWorks Australia / Monash Sustainable Development Institute

FACULTY/DIVISION

Provost and Senior Vice-President

CLASSIFICATION

HEW Level 6

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 Project Officer (Food and Land Use) provides a range of high-level administrative and project coordination services to support the end-to-end delivery of projects within ClimateWorks' sustainable food, agriculture and land use program (Food and Land Use). The Project Officer (Food and Land Use) works closely with project partners and stakeholders to ensure the timely delivery of project deliverables. The position assists the Land Use Futures Project Manager by developing project documentation, updates, and reports and undertakes a variety of administrative duties to support project objectives.

The Project Officer (Food and Land Use) operates with excellence and expertise in process and judgement to provide sound and timely advice and support to project staff and other stakeholders

Reporting Line: The position reports to the Project Manager (Food and Land Use) under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of project support services including: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, developing and collating documents, reports and correspondence, coordinating and providing executive support to project committees and meetings
2. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes
3. Act as a key liaison point and subject matter expert in relation to project progress and objectives
4. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues
5. Prepare position papers, briefings, reports and presentations for a range of audiences
6. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
7. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project-related administration, processes and systems

KEY SELECTION CRITERIA

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 and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
3. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines

4. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
5. Strong relationship building skills, including the ability to interact with a variety of stakeholders
6. Strong research, analytical and problem-solving skills
7. Highly-developed interpersonal and communication skills, including experience in developing professional documentation
8. Advanced computer literacy with the ability to use project management software
9. Excellent written communication skills, including the ability to draft a range of documentation and material for different audiences
10. Excellent attention to detail and accuracy

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.