CHIEF OPERATING OFFICER

DEPARTMENT/UNIT Climateworks Centre
FACULTY/DIVISION Monash Sustainable Development Institute
CLASSIFICATION Level 10B
DESIGNATED CAMPUS OR LOCATION Clayton campus and Melbourne CBD

ORGANISATIONAL CONTEXT
At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR) is responsible for the development, implementation and continuous improvement of the University’s research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University’s strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University’s executive team, the DVCR further advances the University’s research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University’s organisation, governance and structure is available at www.monash.edu/about/structure.
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 Centre bridges research and action, for system-level transitions to reach net zero emissions across Australia, Southeast Asia and the Pacific. We act as trusted advisers, influencing powerful decision-makers to reduce emissions at scale. Climateworks convenes and facilitates relationships with an international network of organisations that support effective policies, financing and action for emissions reductions. Climateworks supports decision makers with tailored information and tools, working with key stakeholders to remove obstacles and help facilitate conditions that support the transition to a prosperous, net zero emissions future. Co-founded by The Myer Foundation and Monash University in 2009, Climateworks is a non-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit www.climateworkscentre.org.

POSITION PURPOSE

The Chief Operating Officer leads the organisational sustainability of Climateworks Centre and supports and advises the CEO in the operational management of Climateworks Centre, including leading and directing the finance, people & culture, governance, contracts and administration, and business operations functions. Working collaboratively with the Executive Leadership Team, the Chief Operating Officer actively contributes to the development of Climateworks’ vision and direction and ensures effective implementation of strategic plans to deliver the highest quality operational outcomes.

The Chief Operating Officer ensures the organisational sustainability of Climateworks Centre through financial model forecasting, income strategy, fundraising and management of financial commitments in line with secured income, strategic resource planning and development of the organisation’s people and offices and governance through the organisation’s board and integrity of operational systems in Australia and internationally and working with Monash University’s central support functions.

The role provides strategic leadership to the CEO in the delivery of Climateworks Centre's strategy and operations and manages a high performing and dynamic team driving the governance, fundraising, HR, Finance, OHS and other operational and administration functions in line with University’s policies and compliance framework. This includes managing a range of strategic and operational activities including leading the people and culture strategy, leading the income strategy including generation and diversification, developing and managing the annual budget including financial forecasting and scenario modelling, reporting, planning, board governance leadership, KPI tracking, functional service delivery, projects, reporting, process management, business improvement, resources management, system implementation and administration.

The position provides leadership to the Operations team in the delivery of high-level, professional services and effective achievement of Climateworks Centre's priorities and initiatives and provides expert advice at both strategic and operational levels. This includes the development and implementation of frameworks, policies and procedures for Climateworks Centre, and the provision of financial, resource and research operations management. In addition, the position will develop and maintain networks with key stakeholders internal and external to Monash to build collaborative alliances and support the development of external funding opportunities and professional development, recruitment and retention opportunities.

Reporting Line: The position reports to the CEO, Climateworks Centre under broad direction, working with a considerable degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to up to 5 staff members and oversees a team of approximately 15-25 staff
Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: Responsible for income strategy ensuring that Climateworks Centre maintains external income to cover annual expenses aligned with board-approved organisational strategy and responsible for ensuring that organisation expenditure remains within secured income levels (current annual budget is $22-25 million with strategic vision ambition to double this). The COO role as team lead is also directly responsible for a salary budget and an operations budget of each around $2 million

KEY RESPONSIBILITIES

1. As a senior member of the Climateworks Centre Executive Leadership Team contribute to strategic planning and take accountability for organisational sustainability and achievement of Climateworks Centre’s and university goals

2. Assume overall responsibility for board governance, operational performance and international operations, income strategy including financial forecasting, income generation and income portfolio diversification and alignment with business plan and budget, financial management and reporting, resource management and provision of commercial, financial and governance advice in accordance with strategic priorities, plans, and University policies

3. Lead, direct and champion Climateworks Centre’s people and culture strategy and its implementation, working closely with Monash HR staff and in accordance with strategic priorities, plans, and University policies. This includes Climateworks Centre’s workforce planning, leadership development, performance management, employee value proposition, recruitment and retention, talent and capability mapping and development, appreciation and recognition, flexible work arrangements, maintaining and monitoring culture, values and behaviour ongoing and through initiatives and surveys, and overseeing all recruitment including process administration and onboarding

4. Provide strategic leadership and engagement to drive support for establishing international offices and presence in Southeast Asia and relevant Australian locations, and support employees & contractors

5. Lead a work program of continuous review and improvement of Climateworks’ business practices, databases and online knowledge systems, contracting and HR processes, financial management practices, operational processes, policies, frameworks, systems and service provision

6. Lead, direct and champion major and minor change management projects in line with University’s HR and Finance Management policies and processes

7. Provide leadership to a motivated high performing team through coaching, mentoring, skill and career development, and performance management

8. Lead and manage the operation of complex administrative and management functions involving significant resources, in accordance with University policies, procedures and strategic priorities and within the Climateworks’ mission statement

9. Lead, implement and manage significant strategic projects, including but not limited to Customer Relationship and Project Management Systems including the development of accompanying operation procedures and process mapping support the delivery of the Monash Sustainable Development Institute (MSDI) strategic plan

10. Lead financial forecasting and fundraising to ensure income security from a diverse portfolio for Climateworks and exercise strong budget management for Climateworks Centre’s budget (current value of ~$22-25m)

11. Lead, manage and be accountable for Climateworks Centre’s systems, quality assurance standards and policies and procedures including compliance with Monash University’s policies
and procedures, through regular monitoring and reporting in accordance with University and legislative requirements

12. Oversee the development and maintenance of networks and links into industry and relevant government authorities to promote and facilitate the core activities of the Centre and attract new funding/program opportunities and professional development, recruitment and retention opportunities

13. Oversee the collection of business and industry statistical data to analyse current trends and practices in order to align the organisation’s objectives and develop effective marketing material and market data. Provide strategic advice to the CEO about trends and potential issues

14. Initiate, develop and maintain strong partnerships, collaborations and networks with relevant business units and functional areas across the University and externally

15. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   - Postgraduate qualifications and extensive, relevant experience; or
   - extensive management experience and proven management expertise; or
   - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills
2. Excellent management and leadership skills with proven ability to strategically manage and provide authoritative advice at a high level

3. Demonstrated experience in business operations, people and culture, governance, contract negotiations and stakeholder management in a matrix, or large and complex management structure

4. Proven high levels of judgement and initiative in leading major projects and collaborations, and highly-developed conceptual, analytical and evaluation skills with the ability to develop creative solutions to complex problems

5. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation

6. Demonstrated management experience in a matrix, or large and complex management structure

7. Significant staff management experience with the ability to motivate and develop a high-performance team committed to excellence

8. Experience in financial forecasting and management including complex budget preparations and reporting

9. Strong written communication skills with the demonstrated ability to produce clear and succinct reports, proposals or submissions and an ability to represent the organisation in senior governance fora

10. Outstanding interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels and with diverse stakeholders on complex, sensitive issues
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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.