PROJECT OFFICER (CITIES) - CLIMATEWORKS

DEPARTMENT/UNIT  ClimateWorks Australia / Monash Sustainable Development Institute
FACULTY/DIVISION  Office of the Provost and Senior Vice-President
CLASSIFICATION  HEW Level 6
DESIGNATED CAMPUS OR 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 niversity 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 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.
POSITION PURPOSE

The Project Officer (Cities) will provide a range of high-level project coordination, stakeholder engagement and research services to support strategic planning and end-to-end delivery of projects for the Cities team, with a focus on the built environment (buildings, precincts and infrastructure). The position will take a systems thinking approach to contribute to ongoing formulation of ClimateWorks’ strategy to accelerate decarbonisation of cities and the built environment, and will work closely with project partners and stakeholders to ensure timely delivery of subsequent project deliverables. The Project Officer (Cities) will assist the Senior Project Manager (Cities) by undertaking qualitative and quantitative research, developing project content, updates and reports, and undertaking a variety of administrative duties to support project-specific and broader strategic objectives.

The Project Officer (Cities) will operate 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 Senior Project Manager (Cities) under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes
2. Contribute to system and project planning processes in the formulation of ClimateWorks’ strategy and subsequent delivery of projects
3. Undertake qualitative (e.g. literature reviews) and high-level quantitative (e.g. basic Excel spreadsheets) research to support delivery of projects
4. Collect and critically analyse quantitative data/information from scientific and economic reports, consulting with analysts and other researchers where necessary
5. Generate detailed reports based on findings from qualitative research and quantitative data, focused on audience’s needs and interests
6. Assist in developing project concepts and proposals and seeking project funding
7. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
8. Prepare documentation to support high quality and timely delivery of projects and initiatives, including updating project plans, status reports and other specialist project documentation
9. Act as a key liaison point and subject matter expert in relation to project progress, objectives and outputs
10. Proactively alert management of any arising issues that could compromise quality or timelines and propose mitigation approaches
11. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project-related administration, processes and systems
12. Other duties as directed from time to time
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 planning and organisational skills, with experience establishing priorities and meeting deadlines
3. Demonstrated ability to prioritise, plan and think strategically about multiple project ideas, based on an assessment of which actions will have the greatest broad impact
4. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, sound judgment 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 including the ability to interpret and present data
7. Proficiency in the Microsoft Office suite of applications, in particular Excel and PowerPoint
8. Demonstrate creativity in defining new ways to frame and communicate complex issues and information
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
11. Passion for sustainability-related issues, and keen interest or experience in capacity building projects or education

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.