

# SENIOR PROJECT MANAGER – SUSTAINABLE CORPORATES

DEPARTMENT/UNIT	Climateworks Centre / Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the deputy Vice-Chancellor (Research) and Senior Vice-President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Melbourne CBD

## ORGANISATIONAL CONTEXT

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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 ground-breaking 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 organizational and governance and structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure)

As a leading interdisciplinary research and education institute, Monash Sustainable Development Institute (MSDI) is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit [www.monash.edu/msdi](http://www.monash.edu/msdi)

**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](http://www.climateworkscentre.org)

## POSITION PURPOSE

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The **Senior Project Manager - Sustainable Corporates** is responsible for the development and end-to-end delivery of collaborative projects with corporates, financial institutions, government and global partners to deliver significant impact in the Sustainable Corporates team which aims to support corporates in understanding, committing to and taking strong, credible action towards net zero emissions. These projects will seek to understand, establish and define best practices to support corporates in their transition to net zero emissions, as well as triggering early action and embedding long-term change in systems.

The candidate will use their exceptional research and analysis oversight, stakeholder management, and project management skills to drive these projects, manage small project teams and support translation of project research and findings to achieve strategic outcomes.

The Senior Project Manager - Research is responsible for all aspects of project management, including providing expert advice on project related matters and supporting change initiatives where required.

**Reporting Line:** The position reports to the Program Impact Manager - Sustainable Corporates under broad direction with a degree of autonomy.

**Supervisory Responsibilities:** The position directly supervises up to two staff and manages small project teams.

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Lead and manage research projects from conception to final delivery, including scoping and designing project outputs, developing project plans, budgets and other supporting documents, reporting on progress and performance, as well as undertaking post-implementation reviews to support monitoring and evaluation.
2. Manage project delivery, including qualitative and quantitative research and analysis, management of internal and external project partners and contributors, as well as support communications and internal or external engagement, to ensure the timely delivery of project outcomes that support the vision and priorities of Climateworks.
3. Translate research and analysis into recommendations and solutions for net zero transitions, targeted at senior level audiences, including preparation of external publications (including technical reports and data visualisations) and delivering presentations of technical content to internal and external audiences (e.g., in workshop or webinar format), often in collaboration with the Climateworks Communications team.
4. Support business development activities, including proposal development and seeking opportunities to present our work to other stakeholders or otherwise amplify its impact.
5. Develop and maintain strong relationships and partnerships and work in collaboration with key stakeholders and project partners in academia, NGOs, business and government, to achieve project objectives.
6. Manage and develop a highly trained, motivated and efficient project team, including managing external consultants, contractors or partners, to deliver project outcomes and continuous improvement
7. Provide input into organisational and team strategic planning

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A postgraduate qualifications or progress towards postgraduate qualifications in computer science, project management, business or another relevant discipline and extensive project management experience; or
  - extensive management experience and proven management expertise; or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. Highly developed conceptual, analytical and evaluation skills with the ability to develop creative solutions to complex problems and project requirements, and manage and oversee analytical work by internal and/or external partners
3. Demonstrated ability to lead projects with a high degree of autonomy and ambiguity, including establishing the project scope, plan, and resourcing, overseeing the project's implementation, meeting deadlines, and proactively managing risks and issues.
4. Knowledge of climate science and how this is applied in a business context, including climate scenarios and other tools that corporates use. Experience in carbon accounting, ESG reporting, sustainable finance, or other technical climate work (including audit and advisory) would be highly advantageous for understanding our research and advisory work.
5. Knowledge of local and global climate policies and an understanding of the climate risks, opportunities and drivers of our key stakeholders across business, government, and finance.

Experience in climate policy development, corporate sustainability strategy or organisational change management would be highly advantageous for understanding how we seek to influence for impact.

6. Experience in motivating and developing a team of professionals to achieve project objectives and inspiring a working culture of support, recognition and ongoing development
7. Highly developed relationship management, engagement and/or consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
8. Excellent communication skills, including experience translating complex or technical information, developing professional communication documentation and delivering effective presentations with an informative use of quantitative and qualitative data

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours or outside regular working hours from time to time, e.g. to meet with international stakeholders
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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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.