Position Description

College/Division: ANU College of Science
Department/Unit: Institute for Climate, Energy & Disaster Solutions (ICEDS)
Position Title: Program Manager, Zero-Carbon Energy for the Asia-Pacific
Classification: ANU Officer 8 (Administration)
Responsible to: Director, GC-ZCEAP
Number of positions that report to this role: 0

PURPOSE STATEMENT:
Climate, energy and disasters are crucial and growing issues for Australia. ANU has integrated three former ANU Institutes into the Institute for Climate, Energy and Disaster Solutions (ICEDS) to address these interlinked issues. A key element of ICEDS is the ANU Grand Challenge for Zero-Carbon Energy for the Asia-Pacific (ZCEAP). The goal of GC-ZCEAP is to support a timely, just and sustainable transition to zero-carbon energy in the Asia-Pacific through research and engagement with industry, governments and the public. GC-ZCEAP is an interdisciplinary research program aimed at impact, covering many aspects of the zero-carbon energy transition in the wider region, and Australia’s role in it including as a provider of clean energy. The program consists of five interrelated projects: renewable energy systems, hydrogen fuels, renewable energy policy and governance in Asia-Pacific countries, renewable metal refining and indigenous engagement with renewable energy industries.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Program Manager will lead the administration of the Grand Challenge for GC-ZCEAP and work closely with other ICEDS staff on energy, climate and disaster-related issues across ANU. The role reports to the Director of the GC-ZCEAP and, with input from the GC-ZCEAP group, is responsible for delivery according to funding parameters. It is responsible for strategic advice and overall management of operations, including contract and project management, administration of financial aspects, local infrastructure and communications, governance, monitoring and evaluation, reporting, and human resources activities of the ZCEAP program. The position also relates these to other ICEDS programs and projects, under guidance by the ICEDS Head of Energy and Institute Manager.

Role Statement:
Under the broad direction of the Director of the GC-ZCEAP, the Program Manager will:

- Provide high level advice and support to the ZCEAP leadership in the strategic and operational management of ZCEAP, and liaise with a range of stakeholders within ANU and externally.
- Support the development of ZCEAP research and outreach projects (as well as other ICEDS projects) which foster collaborative opportunities for ANU researchers. This includes working with GC-ZCEAP researchers in identification of funding opportunities, contract negotiations, process and impact assessments, stakeholder identification and engagement, development of business cases and budgets, and external outreach and communication.
- Manage the human services aspects of ZCEAP including supervision of professional staff as required, ensuring that workloads are managed; quality outputs, objectives and timelines are met; and performance development plans aligned with objectives are implemented. Promote effective team relationships within ZCEAP, ICEDS and across ANU.
- Manage the financial and reporting requirements of ZCEAP, including the development of funding proposals, preparation of reports and budgets, monitoring of expenditure, and the support of contract and agreement negotiations.
- Provide direction and advice to ZCEAP staff and affiliates on a range of University and College policies and procedures, and develop ZCEAP procedures within a framework that supports and facilitates continuous review and improvement.
- Represent ZCEAP on relevant committees and develop and maintain collaborative relationships with relevant external organisations, other units at ANU as well as ANU support services, to ensure compliance with external funding parameters, University policies and strategies.
- Lead and implement monitoring, evaluation and reporting of ZCEAP initiatives, including data collection and representation on digital systems and websites. Work with other ICEDS staff on
planning and delivery of internal and external engagement activities including in-person and online meetings and events.

- Provide secretarial and communication support for the GC-ZCEAP leadership and to committees as required, ensuring appropriate governance and operational arrangements are established, maintained and supported.
- Work with ICEDS staff and members to contribute to other ICEDS programs and projects and undertake other duties as required, consistent with the classification level of the position, and the principles of multi-skilling.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety, and equal opportunity.
- Undertake other duties as required from time to time consistent with the classification level of the position

See the classification descriptors for general staff 1 and minimum standards for academic staff 2

### SELECTION CRITERIA:

1. Postgraduate qualifications, or progress towards them, with relevant management experience and expertise in a complex administrative environment, or an equivalent combination of relevant experience and education/training. Experience in a university or other research environment will be highly regarded.
2. Demonstrated experience in working across research projects with multiple partners and clients in roles with a high degree of independence, including successful and timely project development, management, implementation and evaluation, providing high-level advice on planning and project delivery; coordinating and supporting project activities; and collating, analysing and presenting information and data with accuracy and detail.
3. Demonstrated ability to provide strategic advice and operational implementation to support senior management in the planning, development and implementation of governance, policies, procedures and operational plans to deliver outcomes to support strategic goals, and to deliver on tasks reliably and on time.
4. Highly developed communication, consultation, negotiation and problem-solving skills in order to build trusting and collaborative relationships with multiple stakeholders, promote a customer-focused culture and productive work relationships in complex environments, and effective people engagement experience in a culturally diverse environment.
5. Demonstrated experience in developing and delivering comprehensive written documentation such as reports, policies, procedure statements and funding submissions.
6. Demonstrated financial management experience including managing budgets and financial reporting.
7. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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### References:

- General Staff Classification Descriptors
- Academic Minimum Standards

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1 Schedule 5 - General staff classification descriptors - Human Resources - ANU
2 Schedule 4 - Human Resources - ANU

For assistance please contact HR Division Ph. 6125 3346