



Position description

Project Manager

Position number	50174357
Department/Unit	ClimateWorks Australia
Faculty/Division	Provost and Senior Vice-President
Classification (salary rates)	HEW level 7
Employment type	Full-time
Work location	Melbourne CBD
Date document created or updated	04/06/2015

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

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: "setting the university's academic strategy and priorities with view to improving the education and research performance of the university;" oversight of faculties, academic related portfolios and university-wide centres and institutes" oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures;" strategic leadership for the delivery of academic programs; " identifying and cultivating interdisciplinary areas of excellence and collaboration".

The **Monash Sustainability Institute (MSI)** aims to improve the understanding and the interplay between society and the environment, to generate the knowledge needed to solve related complex, interdisciplinary problems, and to develop policy, management and technology options. The MSI encompasses Monash's research strengths in water, climate, biodiversity, energy and transport. MSI is committed to delivering solutions to key sustainability challenges through promoting & facilitating research, embedding sustainability into education programs and incorporating sustainable practices across the University. To learn more about us and the work we do, please visit our website: www.monash.edu/research/sustainability-institute/

In 2009, the Myer Foundation and Monash University realised that Australia needed a new approach to drive action on climate change. That's why they partnered to create ClimateWorks Australia - an independent, research-based, non-profit organisation committed to catalysing reductions in greenhouse gas emissions in Australia. Since then, ClimateWorks has built a reputation as a trusted, credible and fact-based broker by working in partnership with leaders from the private, public and non-profit sectors. ClimateWorks' projects combine robust analysis and research with clear and targeted engagement and have had a demonstrated impact at a local, national and international level.

ClimateWorks Australia's goal is to achieve substantial reduction in greenhouse gas emissions in Australia by demonstrating that we can significantly reduce emissions while our economy continues to grow. ClimateWorks' distinct approach is our ability to research a problem to identify the emission reduction potential and understand the barriers that prevent it from being implemented, and then engage with key stakeholders across business and government to address those barriers.

Position purpose

The primary focus of this position is to facilitate and contribute to the development and implementation of projects for ClimateWorks Australia focused on driving substantial carbon emission reductions across the Australian economy and sharing our knowledge globally. The Project Manager will take a collaborative

approach, working closely with the Head of Implementation, other members of the broader ClimateWorks team and relevant corporate, industry and Government stakeholders. The Project Manager will be responsible for ensuring that ClimateWorks projects are relevant and impactful for our target audience, with a focus on projects that catalyse emission reduction activities. The Project Manager will also be responsible for planning, coordinating and undertaking engagement with key stakeholders across our target audience.

Reporting line: The position reports to the Head of Implementation, ClimateWorks Australia under broad direction.

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. As required by the Head of Implementation, manage a range of high profile projects to ensure that the relevant investigation, analysis, reporting, validation and decision making is achieved at each project stage, including:
 - identifying projects to support the strategic direction of the organisation
 - developing project scope and deliverables, budgets, plans and other support documentation
 - develop and implement strategies to generate funds for projects, including preparing pitching/proposal documents and working with the Head of Implementation to secure project funding
 - collaborating with and coordinating the project team, external clients and any external providers to deliver project outcomes that meet or exceed outcomes identified in the project plan
 - reporting on progress and performance against project schedules and performance indicators
 - overseeing the development and delivery of high quality project deliverables, and
 - undertaking post-implementation reviews.
2. Prepare high quality, concise and targeted reports, presentations, position papers, and communication material for a range of audiences, including investors, government and business.
3. Undertake research and stakeholder engagement to inform our work on highly-complex issues, devise solutions and provide practical advice to senior management on a suitable approach.
4. Proactively identify risks relating to projects in order to inform senior management, and implement and/or oversee risk mitigation strategies.
5. Identify key stakeholders and work pro-actively to gain their support and endorsement by establishing contacts, conducting presentations, hosting/attending stakeholder meetings and managing consultative processes.

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - relevant post-graduate qualifications or progress towards post-graduate qualifications and extensive relevant experience, or
 - extensive experience and management expertise, or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of medium-large projects through to completion, in accordance with agreed processes, timeframes and budgets.
3. Demonstrated experience in motivating a team of professionals to achieve objectives.
4. Highly developed conceptual, analytical and evaluation skills, with the ability to develop creative solutions to complex problems and project requirements.
5. Strong communication skills, including experience in developing professional communication material and delivering effective presentations.
6. High-level writing skills, including experience in delivering high quality, concise, targeted reports and proposals for business and government audiences
7. Demonstrated experience in establishing relationships and projects with, or consulting to, the investment, corporate and government sectors

8. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels.
9. Knowledge of climate change policies and organisations in Australia, and an understanding of behavioural/social change in a sustainability context.
10. Demonstrated experience in preparing project/funding proposals is desirable.

Other job-related information

Travel to other locations, including interstate travel, may occasionally be required.

Understanding of the structure and operations of a large university is desirable.

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.