

## Position description

### Head of Research, ClimateWorks

<b>Position number</b>	
<b>Department/Unit</b>	ClimateWorks Australia Monash Sustainability Institute
<b>Faculty/Division</b>	Provost and Senior Vice-President portfolio
<b>Classification (salary rates)</b>	HEW 10A
<b>Employment type</b>	Full-time
<b>Work location</b>	Level 16, 41 Exhibition Street, 3000
<b>Date document created or updated</b>	10/11/2015

#### 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](http://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 a 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; and 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 and facilitating research, embedding sustainability into education programs and partnering with government agencies, industry, philanthropic organisations and other universities to continue to conduct and produce research and education that leads to meaningful impacts for a more sustainable Australia.

To learn more about us and the work we do, please visit <http://monash.edu/sustainability-institute/>

**ClimateWorks Australia** was established by a grant from the Myer Foundation, in partnership with the Monash Sustainability Institute. ClimateWorks Australia will contribute to substantial carbon emission reductions in Australia through enabling collaborative action within Australia and the wider international context. Because of its neutrality and connections the organisation will do this by bringing together key partners to deliver specific projects and interventions that drive a cycle of change resulting in significant emission reductions. To learn more about us and the work we do, please visit our website: [www.climateworksaustralia.org/](http://www.climateworksaustralia.org/)

## Position purpose

This position forms part of the ClimateWorks Australia (CWA) leadership team working in close collaboration with the CEO, Head of Implementation and Head of Engagement to manage the strategic direction of the CWA.

The Head of Research will be required to lead the research program of CWA, designing and delivering research that is agenda-setting in relation to decarbonisation pathways and opportunities and can guide business and government to increase action to address climate change.

To this end it is essential that the incumbent has exemplary technical analytical skills and a practical approach to create research outcomes that secure engagement and commitment from national and international corporate leaders and senior government representatives. In addition they will be an innovative leader driving organisational performance and a high performing culture within the Research team supporting them to meet program deliverables.

- **Reporting line:** The position works with a considerable degree of autonomy and reports to the CEO, ClimateWorks Australia who will provide broad supervision.
- **Supervisory responsibilities:** This position is responsible for the CWA research stream which consists of approximately 5 staff from HEW 6 to HEW 8.
- **Financial delegation and/or budget responsibilities:** \ Delegations in accordance with the financial delegations register. As a member of the ClimateWorks' leadership team it is anticipated that the incumbent will actively support the CEO in the financial management of the organisation.

## Key responsibilities

- Lead and oversee the research function to enable the delivery of impactful and commercially-relevant research that supports and accelerates national and international behavioural and structural change.
- Accountable for the integrity of CWA research outputs implementing optimum quality control mechanisms to safeguard against reputational damage.
- Work with the CEO and ClimateWorks leadership team to define the CWA strategic direction, KPI's and objectives and be accountable for the delivery of research focussed goals.
- Prepare and present specialised, regular and ad hoc research, reports, correspondence, and briefs on technical emissions reductions opportunities, in language relevant to business and government decision-makers.
- Develop a high performing culture through the management and leadership of a team of professionals, appropriate planning and allocation of staff resources and the development, coaching and management of employee performance.
- Actively seek and pursue potential sources of funding through market research, strategic business planning and high level negotiations.
- Build and sustain high-level collaborative relationships with an extensive network of colleagues, clients and stakeholders including local, state and national governments, research and policy organisations, industry organisations, philanthropic organisations and corporations.
- Support the delivery of the Monash Sustainability Institute ("MSI") strategic plan, with a particular focus on assisting Monash researchers and educators to expand their impact in relation to progress toward a low carbon economy.
- Build CWA's reputation as a national leader for taking action to reduce carbon emissions with view to reducing the impact of climate change.
- Consistent with ClimateWorks protocols, develop and maintain valuable and influential relationships with the media and key stakeholders in order to promote the results of ClimateWorks' research and projects and ultimately influence commitment to action on climate change with industry, government, educators and general public.

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - post-graduate qualifications in business, commerce, sustainability or other relevant discipline and extensive relevant experience, or
  - extensive senior management experience and proven management expertise, or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. Significant experience in the provision of technical and economic data analysis and the aggregation, synthesis and presentation of emissions data.
3. A results driven professional with extensive experience in the provision of research papers and briefings for government and business decision-makers.
4. Business and financial acumen with proven experience working as part of an agile leadership team, contributing to strategic planning and the implementation of initiatives that deliver on organisational objectives.
5. Proven ability to boldly innovate and champion the exploration of new ideas, methodologies, different positions, and alternatives to deliver projects/services that differentiate business offerings.
6. Demonstrated extensive and broad experience in leading, motivating and developing a professional team to deliver service excellence and continuous improvements.
7. Proven high levels of judgement and initiative in leading major projects and initiatives.
8. A reputation as a leader in the field of climate change research with demonstrable experience affecting change and delivering results.
9. A strong record of government and industry engagement and capacity to engage, influence, foster and sustain relationships with clients, board level executives, policymakers and senior stakeholders.
10. Exceptional oral and written communication skills in dealing with a broad range of individuals, groups and organisations.

## Other job-related information

- The incumbent will be required to undertake work or attend meetings at a diverse range of domestic locations including other campuses or University sites from time-to-time.
- Some out of hours work may be required at various times during the year.
- Possession of a current Victorian Driver's Licence 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.