

POLICY MANAGER - INTERNATIONAL

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

ORGANISATIONAL CONTEXT

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 – [#Changelt](#) with us.

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 Centre bridges the gap between research and climate action. We are climate transition specialists, working in Australia, Southeast Asia and the Pacific with decision-makers who have the power to reduce emissions at scale. Climateworks develops evidence-based knowledge to accelerate emissions reduction in line with the global 1.5°C temperature goal and shared climate safety.

Co-founded by philanthropy and Monash University, Climateworks is an independent not-for-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit www.climateworkscentre.org.

POSITION PURPOSE

The primary focus of the **Policy Manager - International** is to lead the development of policy influencing initiatives focused on International policy and support the design and implementation of international programmes. The position holder provides expert policy advice to a wide variety of stakeholders on driving substantial emissions reductions in Southeast Asia and increasing synergies with Australian objectives.

The position holder takes a collaborative approach, working closely with the Head of Partnership and Engagement and Country Leads and members of the broader Climateworks team and relevant corporate, industry and Government stakeholders. The position contributes to the development and implementation of strategies which build ambition and effective policy implementation by governments, including through working with the corporate and community sectors and other key external stakeholders.

Reporting Line: The position reports to the Southeast Asia Lead under broad direction with a measure of autonomy

Supervisory Responsibilities: Not applicable now but might be required

Financial delegation: Not applicable

Budgetary responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead and manage high profile projects including the management of budget, project planning, scope and project contributors to ensure the timely delivery of outcomes that support the vision and priorities of Climateworks
2. Build and maintain key relationships with government departments, business organisations, community groups, research organisations and professionals, and other relevant stakeholders
3. Lead projects which advance Climateworks policy work by undertaking research and engagement to influence policy making. Initiate and lead the implementation of clear and accountable policy influence plans, in consultation with key stakeholders and support Climateworks staff to determine the policy implications of their work and deliver appropriate policy interventions
4. Identify potential partnerships and new opportunities. Prepare proposals, position papers and reports for Climateworks for a range of audiences including investors, government and business
5. Support the effective communication of Climateworks research by preparing and refining project materials using a range of mediums. Proactively seek and develop opportunities to present Climateworks research to senior business executives and government representatives
6. Collect latest news and information related to international climate policies that are relevant to Climateworks's priorities and geographical focus and proactively manage relationships with key experts. Inform the team of latest developments and key advancements/ evolutions
7. Acting as a subject matter expert, provide strategic advice in the development of Climateworks' strategy, business plan and policy influencing plans including strategic advice regarding broad policy trends, opportunities and threats that assists with the successful delivery of the Climateworks strategy through Country Plans, Systems Plans and delivery programs

8. Plan, implement and coordinate the effective and efficient sharing of knowledge, expertise and learning related to team/program strategy, program design and collaboration throughout the organisation, through knowledge capture and sharing, and the management of practice groups
9. Influence and foster a positive culture across the organisation, by visibly demonstrating Climateworks' leadership values and behaviours

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate 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. Extensive experience in strategic government relations and external relationships and demonstrated ability to provide high level policy advice on government relations / external relations in an advisory role on relevant issues
3. Good understanding of the political context and global climate architecture and processes
4. High level interpersonal skills and a proven ability to discern, communicate and negotiate with a range of internal and external stakeholders
5. Ability to produce high quality written presentations, proposals, policies and briefings, preferably with an understanding of journalistic writing techniques
6. Strong communication skills, including experience in developing professional communication material and delivering effective presentations aimed at influencing or developing policy
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. Deep knowledge of global climate architecture and the geopolitical landscape of climate finance and energy transition, awareness of organisations that seek to influence such policies, and an understanding of system change in an international context

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours sometimes
- There may be peak periods of work during which taking of leave may be restricted
- Domestic and international travel might be required

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.