



# SENIOR PROJECT MANAGER (NET ZERO PLEDGE TRACKER)

**DEPARTMENT/UNIT**

ClimateWorks Australia - Monash Sustainable Development Institute

**FACULTY/DIVISION**

Provost and Senior Vice-President

**CLASSIFICATION**

HEW Level 8

**WORK LOCATION**

Melbourne CBD

## ORGANISATIONAL CONTEXT

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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).

**ClimateWorks Australia** develops expert, independent and practical solutions and provides advice to assist the transition to net zero carbon emissions for Australia and Asia Pacific. A non-profit organisation, ClimateWorks was co-founded in 2009 by The Myer Foundation and Monash University and works within **Monash Sustainable Development Institute**. ClimateWorks also benefits from strong relationships with an international network of affiliated organisations that support effective policies, financing and action for greenhouse gas emissions reductions.

Since launch, ClimateWorks has made significant progress. Acting as a bridge between research and action, its collaborative, end-to-end approach to solutions that will deliver greatest impact is informed by a thorough understanding of the constraints of governments and the practical needs of business. This, combined with philanthropic funding and university ties, has earned the organisation an outstanding reputation as a genuine and impartial adviser. In the pursuit of its mission, ClimateWorks looks for innovative opportunities to reduce emissions, building an evidence-base for action through a combination of robust research and analysis, clear and targeted engagement, and effective capacity strengthening. ClimateWorks supports decision makers with tailored information and the tools they need, and works with key stakeholders to remove obstacles and help facilitate conditions that encourage and support the transition to a prosperous, net zero emissions future. To learn more about our work, visit [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

## POSITION PURPOSE

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The Senior Project Manager is responsible for managing the end-to-end delivery of the Net Zero Pledge Tracker project to create significant impact. The project will gather information about and analyse emissions reduction commitments by public and private organisations in Australia and promote the impact of these pledges. The

position works closely with project stakeholders, both internal and external, taking a collaborative approach to develop and deliver the project in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

The Senior Project Manager will ensure the project provides robust and relevant information relevant to our target audience - particularly pledge platforms, business associations, businesses, investors, policy makers and influencers. The Senior Project Manager will ensure the project uses rigorous analysis frameworks and methodologies; appropriate data sources and effective communication with our stakeholders through traditional and digital media including regular reports, briefings, website, social media and presentations.

**Reporting Line:** The position reports to Program Manager (Cities and policy) under broad direction with a degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to a small team of staff which is expected to grow as the project develops

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Manage projects from conception to final delivery, including; scoping and identifying project deliverables, developing project background, plans, budgets and other supporting documents, reporting on progress and performance against project schedules and performance indicators to the leadership team and funders, and undertaking post-implementation reviews
2. Manage the implementation of the project deliverables including planning, overseeing qualitative and quantitative research and analysis (quantitative analysis support will be provided by existing ClimateWorks staff as required), communication materials, engagement, management of internal and external project partners and contributors to ensure impact and the timely achievement of outcomes that support the vision and priorities of ClimateWorks
3. Source and assign project resources, which may include supporting a procurement tender process and negotiating and managing contracts with external providers. Oversee the successful development of a project database that allows the analysis of quantitative and qualitative data and of a project website which communicates key project findings and allows visitors to interrogate project data and analysis
4. Based on research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues
5. Manage and develop a highly trained, motivated and efficient project team, including managing external consultants and contractors, with a focus on excellence in project delivery
6. Exercise strong budget management for the project/s managed and undertake business development activities including the proactive identification of new opportunities to expand and improve the Net Zero Pledge Tracker, proposal development and the sourcing of funding streams for project initiatives
7. Ensure the project delivers influential high quality, concise and targeted reports, position papers, briefings, and presentations for a range of audiences, particularly pledge platforms, business associations, businesses, and investors, policy makers and influencers
8. Identify key stakeholders, develop and maintain strong partnerships with them and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings and managing consultation processes
9. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies

## KEY SELECTION CRITERIA

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### 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. Excellent project management skills with a proven record of successfully managing all aspects of medium to high profile projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets having ensured quality outcomes are achieved to deadline
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Proven experience in motivating and developing a team of professionals to achieve project objectives and inspiring a working culture of support, recognition and ongoing development
5. Advanced computer literacy
6. Highly developed relationship management, including the ability to interact, influence and negotiate with a variety of stakeholders at all levels in the investment, corporate and government and non-government sectors
7. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions to complex problems and project requirements within a structured approach
8. Excellent interpersonal and communication skills, including experience translating complex or technical information into engaging, plain English content with an informative use of quantitative and qualitative data, and good quality assurance skills

## OTHER JOB RELATED INFORMATION

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- Travel to other locations to meet with project stakeholders may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## LEGAL COMPLIANCE

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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.