



# SENIOR ADVISOR – SYSTEMS CHANGE (MONITORING AND EVALUATION)

**DEPARTMENT/UNIT**ClimateWorks Australia / Monash Sustainable Development  
Institute**FACULTY/DIVISION**

Office of the Provost and Senior Vice-President

**CLASSIFICATION**

HEW Level 8

**DESIGNATED CAMPUS OR 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).

The **Provost and 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; identifying and cultivating interdisciplinary areas of excellence and collaboration.

**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 [www.monash.edu/msdi](http://www.monash.edu/msdi).

**ClimateWorks Australia** bridges research and action, for system-level transitions to reach net zero emissions across Australia, Southeast Asia and the Pacific. We act as trusted advisers, influencing decision-makers with the power to reduce emissions at scale. ClimateWorks convenes and facilitates relationships with an international network of organisations that support effective policies, financing and action for emissions reductions. ClimateWorks supports decision-makers with tailored information and tools, working with key stakeholders to remove obstacles and help facilitate conditions that support the transition to a prosperous, net zero emissions future. Co-founded by The Myer Foundation and Monash University in 2009, ClimateWorks is a not-for-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

The **Systems Change and Capabilities (SCC)** team supports ClimateWorks to become an experimenting, learning and adaptive organisation that effectively drives system-level change. It helps identify and continuously build the key organisational capabilities required, and develops the language, processes and structures that underpin a supportive culture. The SCC team collaborates internally and externally to learn, iterate and improve together so we can accelerate towards the global goal of limiting warming to 1.5 degrees.

## POSITION PURPOSE

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The Senior Advisor - Systems Change (Monitoring and Evaluation) is responsible for leading the development, across the organisation, of monitoring and evaluation capabilities and driving the frameworks and processes that enable ClimateWorks to demonstrate our impact and learning. The aim of this role is to support the development and use of monitoring and evaluation frameworks and tools, to measure our impact and capture our learning across the range of initiatives undertaken to drive emissions reductions in our systems (Cities, Industry, Food Land and Oceans, Energy, Sustainable Corporates, Sustainable Economies and Sustainable Finance) and countries (Australia, Indonesia & the Southeast Asian region).

The Senior Advisor will report to the System Change Acceleration (SCA) Lead and form an integral part of the Systems Change and Capability (SCC) team. The team is responsible for developing the organisation strategy, capabilities and practice that will be associated with systems thinking and influencing systems change.

The Senior Advisor will work closely with the program and country teams to provide the framework and capabilities needed to define, measure and report on impact. This is expected to involve sourcing or providing coaching, training, mentoring, methodology and process support to improve the monitoring and evaluation capabilities of individuals, teams and ultimately the organisation. This will require coordination with our operations team around the organisation's Talent management Framework, those communicating our impact to our founders, funders, board, stakeholders and broader audiences, and other team members who work on developing learning capabilities. They are also a confident leader, able to advise ClimateWorks on best-practice approaches on Monitoring and Evaluation for systems change within a matrix organisational structure.

The role will support ClimateWorks to develop expertise in Monitoring and Evaluation through internal practice and external research and engagement. They will support individuals and teams to test and experiment with best practice tools they have identified and developed for monitoring and evaluating systems change.

**Reporting Line:** The position reports to Systems Change Acceleration Lead under broad direction

**Supervisory Responsibilities:** This position may provide direct supervision of up to two staff

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Develop and lead strategies and implementation plans for building monitoring and evaluation capabilities, working closely with the senior leaders in SCC and Operations to manage and deliver initiatives on time and in budget
2. Develop and support processes to measure and reflect on ClimateWorks' impact and learning at a project, system and organisation level. This includes the continuous refinement of the organisational monitoring and evaluation framework, including indicators and metrics
3. Coordinate and support the organisational level synthesis of ClimateWorks' impact and learning, which will be used to report to our board and funders, as well as to guide organisational level strategy
4. Develop and implement resources, processes and products to support the development of monitoring and evaluation capabilities. This could also include sourcing or delivering training sessions as needed

5. Work with system delivery teams to implement and experiment with new ways of working on monitoring and evaluation, including acting as a subject matter expert and contributing to program and project delivery teams for particularly complex or novel situations
6. Lead and manage expert coaching and mentoring for key individuals to develop monitoring and evaluation capabilities
7. Maintain up-to-date knowledge of relevant literature and best practices in monitoring and evaluation of systems change and for system change organisations, and, where relevant, translate and apply it to ClimateWorks
8. Build and sustain relationships with a network of internal and external stakeholders who can share insights and knowledge to support effective monitoring, evaluation and reporting of impact
9. Broker and manage external consultants and contractors, where necessary, to support the organisational approach to building monitoring and evaluation capabilities
10. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **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 knowledge, skills and experience in monitoring and evaluation in systems change contexts
3. Ability to apply expertise in monitoring and evaluation to diverse areas of work across the organisation, to develop and trial new approaches, capturing and building on lessons learnt throughout the process
4. Experience in designing strategies for developing capabilities in monitoring and evaluation, and communicating and implementing these at different levels of the organisation including fostering an impact- and learning-focused culture
5. Demonstrable success in supporting and guiding teams in developing monitoring and evaluation frameworks and processes, and synthesising large volumes of information to articulate patterns, trends and insights from across the organisation
6. Ability to support, coach, and mentor staff from different backgrounds and at different professional levels to develop key capabilities in monitoring and evaluation
7. Proven ability to develop and sustain effective stakeholder relationships at all levels, and both internal and external to the organisation
8. Willingness and ability to maintain an up-to-date knowledge and understanding of best practice in monitoring and evaluation, and further explore new ideas and methodologies
9. Demonstrated planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
10. Ability to embrace and work with ambiguity and uncertainty, proactively and strategically problem solving and working with multiple pathways for achieving success

## **OTHER JOB RELATED INFORMATION**

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- May require travel to other campuses as 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

## **GOVERNANCE**

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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.