



SENIOR PROJECT MANAGER - LONG TERM STRATEGIES

DEPARTMENT/UNIT

ClimateWorks Australia / Monash Sustainable Development Institute

FACULTY/DIVISION

Provost and Senior Vice-President

CLASSIFICATION

HEW Level 8

WORK LOCATION

16/41 Exhibition Street, Melbourne

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 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 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 Sustainable Development Institute** (MSDI) 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. 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.

ClimateWorks Australia is an expert, independent adviser, acting as a bridge between research and action to accelerate the transition to net zero emissions for Australia and Asia Pacific. It was co-founded in 2009 by The Myer Foundation and Monash University and works within the Monash Sustainable Development Institute. ClimateWorks Australia 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. Our 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. We support decision makers with tailored information and the tools they need, and work with key stakeholders to remove obstacles and help facilitate conditions that encourage and support the transition to a prosperous, net zero emissions future.

POSITION PURPOSE

The Senior Project Manager is responsible for the identification, development and delivery of collaborative projects with governments, bi- and multi-lateral development partners and INGOs, to catalyse emission reductions and deliver on the vision and priorities of ClimateWorks international program as articulated in the ClimateWorks business plan. The candidate will use their exceptional skills in stakeholder engagement and management, multi-stakeholder strategy planning, coordination of partners across complex projects, research and analysis oversight, and project management skills to drive these projects, manage small project teams and identify and secure funding. In addition, the candidate will work to support the translation of project outputs into policy, financing, capacity strengthening and implementation recommendations.

Reporting Line: The position reports to the International Program Manager (Strategies), under broad direction working with a degree of autonomy

Supervisory Responsibilities: This position will be expected to directly supervise a varying number of staff depending on projects as the international program grows, and will manage several small project teams

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Develop, manage and lead projects including project planning and scoping, project budget and grant management, project delivery including overseeing qualitative and quantitative research and analysis, detailed and compliant reporting, management of internal and external project partners and contributors, to ensure the timely delivery of outcomes that support the vision and priorities of ClimateWorks
2. Undertake a suite of coordinated business development activities including the proactive identification of new project opportunities, proposal development and the sourcing of funding streams for project initiatives
3. Lead ClimateWorks contribution to long term low emissions development strategy projects in our target countries, by developing and implementing frameworks and methodologies, developing hypotheses based on stakeholder needs and interests, overseeing, as needed, project data analysis and modelling, research translation, barriers analysis, implementation planning and quality assurance for project inputs and outputs
4. Use best practice stakeholder engagement approaches to identify key project stakeholders, carry out stakeholder research to inform understanding of project context, and develop a clear and compelling value proposition for each stakeholder to inform project outputs, in order to extend the reach and impact of ClimateWorks' projects
5. Develop specialised reports, correspondence, recommendations, presentations and advice on highly complex issues for a variety of audiences, including non-technical and multilingual stakeholders
6. Develop expertise in ClimateWorks key knowledge areas, both on past ClimateWorks projects and on other related analyses, and proactively manage relationships with key experts in knowledge area. Inform the project team of latest developments and key advancements/evolutions in area of expertise
7. Collaborate with key stakeholders to support the translation of outputs into clear and actionable recommendations for implementation (e.g. policy change, financing approaches, capacity strengthening etc)
8. Develop and maintain strong partnerships and networks with key stakeholders, project partners and international decarbonisation experts, and proactively seek opportunities for program growth, knowledge sharing and collaboration

9. Manage and lead a team of professionals, including planning and allocating staff resources, developing, coaching and mentoring staff (direct reports and peers) and managing performance to deliver project outcomes and continuous improvement
10. Provide strategic advice to senior management regarding broad business trends, opportunities and threats and input into organisational strategic planning

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in strategy, management, sciences, economics, finance, engineering or a related field, or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and strategic planning expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Knowledge of climate change policies and organisations in South East Asia including an understanding of the needs and perspectives of key stakeholders across government, business and multilateral and bilateral organisations working in the region
3. Substantial experience in strategy processes and long term thinking, preferably in an area related to decarbonisation (climate policy, energy efficiency, transport, clean energy, land use)
4. Demonstrated ability to lead high profile projects of varying complexity and size, establishing the project scope and plan, and overseeing the project's implementation to ensure quality outcomes are achieved to deadline
5. Extensive and broad experience in leading, motivating and developing a team of professionals to achieve objectives and inspiring a working culture of support, recognition and ongoing development
6. Relevant international work experience, with an understanding of the operational challenges and cultural considerations relevant to South East Asia, with a focus on climate change mitigation and/or sustainable development
7. Proven negotiation and influencing skills and ability to manage stakeholder relationships in order to achieve successful project outcomes
8. Proven ability to proactively identify and secure project partners and funding
9. Highly developed conceptual, analytical and evaluation skills with the ability to develop creative solutions to complex problems and project requirements, and manage and oversee analytical work by internal and/or external partners
10. Demonstrated ability to work autonomously and proactively alert management of any arising risks or opportunities
11. The ability to work with ambiguity and be excited by the idea of working in an entrepreneurial culture and on pioneer research topics

OTHER JOB RELATED INFORMATION

- The position requires after hours work to accommodate partner time zones
- Overseas travel will be required

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.