

PROJECT MANAGER - NATURAL CAPITAL

DEPARTMENT/UNIT	Climateworks Centre/ Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice-President
CLASSIFICATION	HEW Level 7
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 groundbreaking 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.

The Natural Capital Investment Initiative seeks to align and harmonise the way natural capital is measured. It aims to create the enabling environment for more consistent natural capital measurement at scale. It is seeking to do this by 1) developing an agreed on, comprehensive set of natural capital measures at the property level, and 2) exploring public and private incentives for farmers to actively measure and manage their natural capital. The Program team is working with incentive providers (e.g. government, financial institutions, and food retailers) to explore how the costs of natural capital measurement can be shared along the value chain allowing farmers to financially benefit from measuring and improving natural capital on their properties.

POSITION PURPOSE

The **Project Manager (NCII)** plays a key role in delivering core projects/activities within the Natural Capital Investment Initiative team which seeks to better integrate and make visible the value of nature in corporate and government decision-making.

The Project Manager utilises their skills in project management, stakeholder engagement and research and analysis to provide a range of high-level project coordination and delivery services to contribute to the successful delivery of this program of work. This includes undertaking project management activities as well as contributing to research, analysis and knowledge translation for decision-maker audiences, and participating in stakeholder engagement activities (across government, food supply chain companies, industry bodies, financial institutions, research organisations and agriculture technology providers). In addition, the Project Manager provides evidence on specific policy interventions, prepares reports and provides hands-on advice to decision makers.

This position works closely with the Program Impact Manager to support strategic direction and agreed project plans. Moreover, the Project Manager works as part of a project team and will work effectively with colleagues to ensure effective coordination and delivery across multiple streams of work.

Reporting Line: The position reports to the Program Impact Manager, Natural Capital Investment Initiative under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Undertake a range of project management duties with a focus on excellent project delivery, including: working with stakeholders to scope, plan and deliver project tasks and outputs, delivering effective project management communications, monitoring and reporting against impact metrics, budget, timeframes and other performance indicators, managing a schedule of project meetings, anticipating and managing risks
2. Undertake research and analysis activities (desktop reviews of literature and policy, stakeholder interviews, data collection and analysis) and develop key knowledge assets and outputs (policy briefs, position papers, reports, presentations, articles, etc.) to communicate research and inform action from policy-makers, financial institutions and corporates, with a view

to embed the value of nature in decision-making. This includes collaborating with key stakeholders to prepare position papers, briefings, reports and presentations for a range of audiences

3. Provide guidance to project team members, where required, including liaising with external consultants and contractors, with a focus on excellence in project delivery
4. Develop and maintain excellent relationships with key stakeholders and decision-makers across Australian and international agriculture, conservation, food and finance sectors with a view to act as a trusted adviser to key decision-makers and contribute to collaborative efforts to affect policy change
5. Develop expertise in key knowledge areas related to the agriculture, food, finance and conservation sectors including policy, regulatory, technology, and socio-economic aspects. In line with this, proactively manage relationships with key experts within the research community and industry and ensure latest knowledge is shared across the organisation
6. Contribute to the overall delivery of the Food, land and Ocean system, working collaboratively with colleagues within the team and the organisation towards the delivery of the organisation's goal. Provide strategic advice to the senior leadership team on strategic trends, opportunities and risks and provide input into organisational strategic planning and team strategic planning
7. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field related to natural capital, including conservation, agriculture, sustainable finance, or food supply chain; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Highly developed project management skills and project management experience with a track record of successfully coordinating projects, establishing priorities, coordinating stakeholder inputs and producing deliverables in accordance with agreed standards, timeframes and budgets
3. Advanced computer literacy with experience in the use of project management tools.
4. Demonstrated research, analytical and problem-solving skills and the ability to identify and recommend solutions to challenging issues
5. Highly-developed interpersonal and communication skills with the ability to translate complex or technical information into compelling professional documentation for various audiences with a view to affect change. Including the ability to prepare and provide expert advice in areas of specialist or research knowledge
6. Ability to build effective working relationships with a network of internal and external stakeholders to maintain effective collaboration and influential relationships.
7. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University 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

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.