



Position Description

College/Division:	Planning and Service Performance Division
Department/Unit:	ANU Below Zero
Position Title:	Carbon Accounting Manager
Classification:	ANU Officer Grade 8
Responsible to:	Program Manager, ANU Below Zero
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

Currently ANU emits significant quantities of greenhouse gases (GHGs), contributing to one of the greatest challenges the world has ever faced: climate change. Our goal is to transition ANU from being part of the problem to becoming part of the solution – from a source of GHG to a net absorber of GHG (a sink for GHG) via the ANU Below Zero program. At the same time, through integrating real-life emissions reductions and GHG removal with our world-leading research and teaching on climate change and energy, we can fast-track new and innovative approaches. As Australia's national university, we have the capacity to promote these innovations and engage the community providing leadership to other organisations in Australia and worldwide. This three-pronged approach forms the ANU Below Zero Initiative (the Initiative): (i) On the ground emissions reduction and emissions removal, (ii) World-leading climate and energy research and teaching, (iii) Community engagement as the national university.

ANU Below Zero is seeking a Carbon Accounting Manager to manage and undertake complex analysis, interpretation, reporting and provision of advice associated with the University's performance against GHG reduction and removal, waste and water goals. This role reports to the Program Manager, ANU Below Zero. The role will also work closely with the Facilities & Services Division, with dotted line reporting to the Manager of the Environmental Management Plan.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Carbon Accounting Manager plays a crucial role in delivering the University's environmental commitments. The role will play a lead role in the development, management, analysis and reporting of a range of environmental performance metrics.

The role will undertake the generation and rigorous analysis of qualitative and quantitative data and the timely production of reports, to support GHG disclosures and broader ANU sustainability reporting. The role will involve the implementation of effective processes to capture, upload and report on environmental data including improving opportunities that contribute positively to data integrity and reporting.

The position will work closely with staff within Facilities and Services, the Planning and Service Performance division, members of the senior executive, Colleges and other administrative units.

Role Statement:

Under broad direction, the Carbon Accounting Manager will:

1. Be responsible for the measuring, monitoring and reporting on the effectiveness of strategic environmental management program, particularly ANU Below Zero.
2. Develop, manage and maintain the University's environmental performance datasets. Undertake quantitative and qualitative analysis relating to institutional performance against environmental goals.
3. Prepare high quality written reports, visualisations and executive briefings for a diverse range of key stakeholders. Develop, monitor and maintain competitor analysis, benchmarking, environmental scanning and performance reporting activities and tools.

4. Develop and maintain standards, processes, and documentation for relevant areas of responsibility.
5. Provide mentoring and guidance to team members on analysis and reporting.
6. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Tertiary qualifications or extensive relevant experience in environmental management and/or data management or business analysis with a focus on GHG accounting or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated conceptual, analytical and numerical skills of a high order, including the capacity to distil complex material.
3. High level experience in, or understanding of, environmental performance analysis, particularly with regards GHGs.
4. Demonstrated high level interpersonal and communication skills, both written and oral, including the ability to build and maintain effective relationships across all levels of the University, and to communicate complex concepts clearly and concisely.
5. Ability to assess priorities and manage competing deadlines both independently and as a member of a team and the capacity to contribute to building a skilled team focused on high quality customer service
6. Demonstrated capacity for innovation, flexibility, creative problem solving and agility contributing to innovation and process improvement within the organisation.
7. Demonstrated ability to provide high-level analytical advice and support to executive and senior management on a range of strategic and operational matters.
8. Highly advanced Excel skills and proven experience working with modelling and statistical tools.
9. Demonstrated high level understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	20/02/2023
Printed Name:	Clare de Castella	Uni ID:	U1009152

References:

[Professional Staff Classification Descriptors](#)

 <div style="display: inline-block; vertical-align: middle;"> Australian National University </div>	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	Planning and Service Performance	Dept/School/Section	ANU Below Zero
Position Title	Carbon Accounting Manager	Classification	ANU Officer 8
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:			Date:
Clare de Castella			16/02/2023