



# SENIOR PROJECT MANAGER (RESEARCH) - ENERGY SYSTEMS

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 **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure).

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is driven to find real solutions to some of the most significant challenges facing our world today. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with industry, government and the community. MSDI is host to the Sustainable Development Solutions Network (Australia, NZ & the Pacific) and the Oxfam-Monash Partnership. Our expanding education focus includes postgraduate courses and PhD supervision alongside executive education, capacity development and student leadership activities. For more information, please visit [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 powerful decision-makers 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 non-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

## POSITION PURPOSE

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The Senior Project Manager (Research) – Energy Systems is responsible for the development and end-to-end delivery of collaborative projects with project partners and stakeholders, including research institutes, industry bodies, government and industry stakeholders, to deliver significant impact in energy transition and decarbonisation in Australia and South-east Asia. These projects will seek to understand energy market and project contexts and stakeholder requirements, and develop options and best practices to support energy decarbonisation and transition through clean energy and energy efficiency development, transport electrification, technological and business innovation in both Australia and Southeast Asian countries.

The candidate will use their exceptional energy sector knowledge, research and analysis oversight, stakeholder management, and project management skills to drive these projects, manage small project teams and support translation of project research and findings into policy, financing, capacity strengthening and implementation recommendations, and provide technical content expertise, to achieve strategic outcomes.

The Senior Project Manager (Research) – Energy Systems will bring proven experience working in the energy sector in Australia or Southeast Asia, along with an aptitude for thinking outside the box to solve complex challenges, and a demonstrated track record in collaborating to deliver high impact and transformational projects.

**Reporting Line:** The position reports to the Energy System Lead under broad direction, working with a degree of autonomy

**Supervisory Responsibilities:** The position directly supervises up to two staff and manages small project teams

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Develop, manage and lead projects including project planning and scoping, developing project budgets and monitoring and reporting against project expenditure, grant management, project delivery including 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. Translate research and analysis into recommendations and solutions for low carbon energy transitions, targeted at senior level audiences, including preparation of external publications, in collaboration with the ClimateWorks Communications team
3. Lead delivery of agenda-setting strategic energy systems projects using ClimateWorks end-to-end approach, by developing and implementing frameworks and methodologies, developing hypotheses based on stakeholder needs and interests, leading data analysis and modelling, research translation, barriers analysis, implementation planning and overseeing quality assurance for project inputs and outputs
4. 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 areas. Inform the project team of latest developments and key advancements/evolutions in area of expertise

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. 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)
7. Develop and maintain strong partnerships and networks with key stakeholders, project partners and decarbonisation experts, and proactively seek opportunities for program growth, knowledge sharing and collaboration
8. 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
9. Provide strategic advice to senior management regarding broad business trends, opportunities and threats and input into organisational strategic planning and team strategic planning
10. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - Postgraduate qualifications in engineering, sciences, economics, or a related field, or progress towards postgraduate qualifications and extensive relevant experience; or
  - extensive industry or research experience in energy or climate related sectors; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Substantial experience in at least one area related to energy system decarbonisation (clean energy, energy efficiency, transport, energy economics, energy or carbon market)
3. 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
4. Demonstrated ability to lead high profile projects of varying complexity and size, establishing the project scope and plan, securing partners and funding, and overseeing the project's implementation to ensure quality outcomes and impact are achieved
5. Proven experience in leading, motivating and developing a team of professionals to achieve project objectives and inspiring a working culture of support, recognition and ongoing development
6. Highly developed relationship management and/or consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
7. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
8. Excellent communication skills, including experience translating complex or technical information, developing professional communication documentation and delivering effective presentations with an informative use of quantitative and qualitative data
9. Demonstrated ability to work autonomously and proactively alert management of any arising risks or opportunities
10. Innovative and cross-disciplinary mindset, and the ability to work with ambiguity and on pioneer research topics

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University and overseas travel may be required
- The position may require after hours work to accommodate partner time zones
- There may be peak periods of work during which taking of leave may be restricted
- There may be a requirement to work additional hours from time to time

## **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.