



PROJECT OFFICER – CAPACITY BUILDING

DEPARTMENT/UNIT	ClimateWorks Australia / Monash Sustainable Development Institute
FACULTY/DIVISION	Provost and Senior Vice-President
CLASSIFICATION	HEW Level 6
WORK LOCATION	Melbourne CBD

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 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](#).

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 **Project Officer (Capacity Building)** provides a range of high-level project coordination, research and education content development services to support the end-to-end delivery of projects within ClimateWorks' various capacity building and education projects. The Project Officer (Capacity Building) works closely with capacity building partners and stakeholders to ensure the timely delivery of project deliverables. The position assists the Senior Project Manager (Capacity Building) by developing capacity building project content, updates and reports and undertakes a variety of administrative duties to support project objectives.

The Project Officer (Capacity Building) operates with excellence and expertise in process and judgement to provide sound and timely advice and support to project staff and other stakeholders

Reporting Line: The position reports to the Senior Project Manager (Capacity Building) under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of project support services including: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, coordinating and providing support to capacity building events and project working groups
2. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes
3. Create and update capacity building content including visuals that include data analysis results in a clear, concise and compelling manner (mostly in PowerPoint)
4. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues
5. Prepare research papers, reports and communications for a range of audiences and provide assistance with the preparation of project funding proposals
6. Contribute to collaborative sessions to develop innovative frameworks and design capacity building activities
7. Deliver education activities including tutoring within post-graduate level courses
8. Act as a key liaison point and subject matter expert in relation to project progress and objectives
9. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
10. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project-related administration, processes and systems

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - a degree in a relevant field with subsequent relevant experience, or

- extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or
- an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent administrative and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
3. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines
4. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, sound judgment and initiative
5. Strong relationship building skills, including the ability to interact with a variety of stakeholders
6. Strong research, analytical and problem-solving skills including the ability to interpret and present data.
7. Highly-developed interpersonal and verbal communication skills
8. Proficiency in the Microsoft Office suite of applications, in particular Excel and PowerPoint
9. Good creativity skills to define new ways to frame and communicate complex issues and information
10. Excellent written communication skills, including the ability to draft a range of documentation and material for different audiences
11. Excellent attention to detail and accuracy
12. Passion for sustainability-related issues, and keen interest or experience in capacity building projects or education

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.