



# SENIOR PROJECT MANAGER (NET ZERO EMISSIONS INDUSTRY)

**DEPARTMENT/UNIT**

ClimateWorks Australia – Monash Sustainable Development Institute

**FACULTY/DIVISION**

Provost and Senior Vice-President

**CLASSIFICATION**

HEW Level 8

**WORK 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).

**ClimateWorks Australia** develops expert, independent and practical solutions and provides advice to assist the transition to net zero carbon emissions for Australia and Asia Pacific. A non-profit organisation, ClimateWorks was co-founded in 2009 by The Myer Foundation and Monash University and works within **Monash Sustainable Development Institute**. ClimateWorks 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. Acting as a bridge between research and action, its 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. ClimateWorks supports decision makers with tailored information and the tools they need, and works with key stakeholders to remove obstacles and help facilitate conditions that encourage and support the transition to a prosperous, net zero emissions future. To learn more about our work, visit [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

## POSITION PURPOSE

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The Senior Project Manager is responsible for managing the end-to-end delivery of the engagement work stream for ClimateWorks' Net Zero Emissions industry program to create significant impact. The project will develop an industry-led roadmap towards a net zero emissions industrial sector in Australia. It will focus on critical supply chains (key metals, materials and energy commodities), and investigate the potential demand for low carbon

products in the future, as well as key decarbonisation pathways and implementation initiatives required to catalyse progress. The position works closely with project stakeholders, both internal and external, taking a collaborative approach to develop and deliver the project in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

The Senior Project Manager will ensure the project reflects input from and needs of our key stakeholders, primarily large industrial corporations, as well as relevant government and research entities. The Senior Project Manager will plan and deliver workshops and other engagement opportunities with those stakeholders. The incumbent will also oversee the development of the project's communication materials, which will include reports, briefings and presentations. The Senior Project Manager will also support the setup of implementation initiatives coming out of the Net Zero Emissions Industry project, including identifying project partners, management and fundraising activities.

**Reporting Line:** The position reports to Program Manager (Pathways and Investments) under broad direction with a degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to a small team of staff (numbers will vary depending upon the projects)

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Manage a major stream of work from conception to final delivery, including; scoping and identifying project deliverables, developing project background, plans, budgets and other supporting documents, reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews
2. Manage the planning and implementation of the engagement work stream deliverables including communication materials and engagement to ensure impact and the timely achievement of outcomes that support the vision and priorities of ClimateWorks
3. Source and assign project resources, which may include supporting a procurement tender process and negotiating and managing contracts with external providers
4. Based on research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues
5. Manage and develop a highly trained, motivated and efficient project team, including managing external consultants and contractors, with a focus on excellence in project delivery
6. Undertake business development activities including the proactive identification of new potential funders, proposal development and the sourcing of funding streams for implementation initiatives
7. Ensure the project delivers influential high quality, concise and targeted reports, position papers, briefings, and presentations/ for a range of audiences, particularly industrial corporations and government
8. Identify key stakeholders, develop and maintain strong partnerships with them and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings and managing consultation processes
9. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
  - extensive experience and management expertise; or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of medium to high profile projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets having ensured quality outcomes are achieved to deadline
3. Highly developed relationship management, including the ability to interact, influence and negotiate with a variety of stakeholders at all levels in the investment, corporate and government and non-government sectors
4. A good understanding of the industrial sector in Australia and key issues and challenges that affect decision making
5. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
6. Proven experience in motivating and developing a team of professionals to achieve project objectives and inspiring a working culture of support, recognition and ongoing development
7. Advanced computer literacy
8. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions to complex problems and project requirements within a structured approach
9. Excellent interpersonal and communication skills, including experience translating complex or technical information into engaging, plain English content with an informative use of quantitative and qualitative data, and good quality assurance skills

## OTHER JOB RELATED INFORMATION

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- Travel to other locations to meet with project stakeholders 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

## LEGAL COMPLIANCE

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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.