



NETWORK MANAGER – BUSHFIRE RESILIENCE PROGRAM

DEPARTMENT/UNIT	Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice-President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

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 Portfolio of 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 organizational and governance and structure is available at www.monash.edu/about/structure.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit www.monash.edu/msdi.

The **Bushfire Resilience Program** is a partnership between Monash University, the Paul Ramsay Foundation, Metal Manufactures Pty Ltd, and The Australian Centre for Social Innovation. It was formed in response to the

2019/2020 Australian bushfires which aims to build resilience in communities experiencing entrenched disadvantage that were affected by the bushfires. The Program brings together a consortium of partners with the University's interdisciplinary research capabilities to work with these communities over a 5 year program to build resilience and develop the connections and leadership to shape their trajectories towards a thriving future through community-led processes. The Bushfire Resilience Program will develop an inclusive, participatory and evidence-based model for strengthening resilience across social, built, natural, institutional and economic domains. The Program has a significant focus on supporting communities to lead their own local initiatives and connect with each other to create the capacity, conditions and solutions for their long-term resilience.

POSITION PURPOSE

The **Network Manager** is an integral member of the Bushfire Resilience Program with responsibility for developing strategic objectives, planning, delivery and implementation of the National Learning Network, the key ongoing legacy of the five year Program. The role will work closely with the Executive Lead - Network, the broader Program team and a wide range of external partners and stakeholders to establish and foster a National Learning Network to connect local communities, experts, Indigenous knowledge holders, resilience and community development practitioners and institutional stakeholders to support an evidence-based model for long-term community-led resilience initiatives. The Network Manager will facilitate knowledge sharing and pathways for peer-to-peer learning across communities and will play a critical part in ensuring the long term success of the Bushfire Resilience Program.

Reporting Line: The position reports to the Executive - Network Lead, Bushfire Resilience Program under broad direction, operating with a degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to staff and contractors as projects require

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: The position is responsible for managing a budget in line with varying project requirements

KEY RESPONSIBILITIES

1. Manage and take accountability for the development and implementation of a strategic framework, project structure, business case and implementation plan to create the Learning Network
2. Research models and requirements of relevant existing networks, and work closely with the Executive team to develop a program to support and implement a local Learning Network which can be scaled up and out to deliver regional and national impact
3. Develop and prepare project documentation including budgets and risk management, and provide regular reporting and monitoring of progress and performance against milestones to the Executive
4. Identify risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place
5. Maintain expertise in the key knowledge area of community-led processes to support an effective Learning Network, and proactively manage relationships with key experts to adapt and adopt the latest developments in and evolution of this specialist area
6. Provide high level, practical and impartial advice to the Executive on mechanisms for advancing the Learning Network objectives and outcomes
7. Initiate, develop and maintain strong partnerships with Learning Network partners and stakeholders, including influencing support for the Learning Network in coordination with program team, partner communities, agencies and academic institutions
8. Identify, source and assign Learning Network resources, including sourcing and managing procurement processes and managing contracts with external providers

9. Exercise strong budget management including supporting the delivery of Learning Network outcomes within budget, balancing internal and external funding and ensuring delivery within agreed budgets
10. Oversee delivery of communications to promote the objectives and outcomes of the Learning Network to a large range of audiences including policy makers, private sector, academia and NGOs and actively participate in panel discussions or workshops
11. Lead the development and implementation of Learning Network events and other special projects that help it to grow and its members to become active participants and contributors
12. Support communities and the program team to leverage the Learning Network to identify system change needs and opportunities, and to foreground community voice in influencing and advocacy initiatives
13. Work with the Program team and stakeholder network to identify opportunities and needs for knowledge products that will support the widespread adoption of community-led resilience approaches, and support their development and dissemination
14. Establish foundations for the long-term legacy of the Learning Network beyond the life of the Program, including through the Learning Network architecture design, strategic partnerships, and active engagement of Learning Network communities
15. Other duties as directed from time to time

KEY SELECTION CRITERIA

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 operational management and customer service skills with proven ability to provide authoritative technical and policy advice
3. Demonstrated initiative, judgement and the ability to use a strategic approach to solve highly complex problems and ability to adapt to changing environments
4. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver innovative and practical solutions to complex problems and project requirements
5. Exceptional end-to-end project management skills with a proven record of successfully managing all aspects of large, complex projects through to completion with multiple internal and external stakeholders, within agreed budget and timeframes
6. Understanding of IT or technological requirements to collect, collate, store and distribute data to support the community based Learning Network and ultimately a National Learning Network
7. Sound knowledge of the role of community-led programs and learning networks with a proven ability to proactively identify and secure partners and funding that advances the role of academia in achieving the outcomes of the Bushfire Resilience Program for MSDI and funding partners
8. Demonstrated ability to leverage funding and resources through engaging with and securing other partners to achieve a Learning Network that is sustainable beyond the 5 year project timeframe
9. Demonstrated experience in working effectively in a matrix and complex management structure and a proven ability to work in a team of professionals, researchers and practitioners to achieve objectives and inspire a working culture of support, recognition and ongoing development

10. Strong interpersonal, relationship management and communication skills, including the ability to influence, liaise with and be sensitive to the needs of communities, management and stakeholders internal and external to the Project
11. Strong written and verbal communication skills and demonstrated ability to work with a variety of individuals and institutions to produce and deliver tailored communication approaches and products, succinct reports, proposals, presentations and submissions
12. An aptitude to work with ambiguity and complexity, and be excited by the prospect of working in an entrepreneurial and collaborative culture

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.