



# SENIOR PROJECT MANAGER - SUSTAINABLE CORPORATES

DEPARTMENT/UNIT	Climateworks Centre / Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor and Senior Vice-President (DVCR)
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 organizational and governance and structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure).

**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 Centre** 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.climateworkscentre.org](http://www.climateworkscentre.org).

## POSITION PURPOSE

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The **Senior Project Manager - Sustainable Corporates** is responsible for the development and end-to-end delivery of collaborative projects with corporates and global partners to deliver significant impact in the Sustainable Corporates team which aims to support corporates in understanding, committing to and taking strong, credible action towards net zero emissions. These projects will seek to understand, establish and define best practices to support corporates in their transition to net zero emissions, as well as track and disclose corporate performance.

The candidate will use their exceptional 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 to achieve strategic outcomes.

The Senior Project Manager - Research is responsible for all aspects of project management, including providing expert advice on project related matters and supporting change initiatives where required.

**Reporting Line:** The position reports to the Program Impact Manager - Sustainable Corporates under broad direction with 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. Lead and manage research projects from conception to final delivery, including scoping and designing project outputs, developing project plans, budgets and other supporting documents, reporting on progress and performance, as well as undertaking post-implementation reviews to support monitoring and evaluation
2. Manage project delivery, including qualitative and quantitative research and analysis, and management of internal and external project partners and contributors, as well as support communications and engagement, to ensure the timely delivery of project outcomes that support the vision and priorities of Climateworks
3. Translate research and analysis into recommendations and solutions for net zero transitions, targeted at senior level audiences, including preparation of external publications, in collaboration with the Communications team
4. Support business development activities, including proposal development and the sourcing of funding streams for project initiatives
5. Develop and maintain strong partnerships and work in collaboration with key stakeholders and project partners in academia, NGOs, business and government, to achieve project objectives.
6. Manage and develop a highly trained, motivated and efficient project team, including managing external consultants, contractors or partners, to deliver project outcomes and continuous improvement
7. Proactively seek and develop opportunities which enable the presentation of Climateworks research and analysis to senior business leaders, government representatives and other NGO stakeholders.
8. Provide input into organisational and team strategic planning
9. Other duties as directed from time to time

## 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. Demonstrated ability to lead project teams, including establishing the project scope and plan, and overseeing the project's implementation.
3. Knowledge of climate change strategies and plans, including scenarios and tools that corporates use
4. Knowledge of relevant policies and an understanding of the needs and perspectives of key stakeholders across business, government, and academia.
5. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
6. 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
7. Experience in motivating and developing a team of professionals to achieve project objectives and inspiring a working culture of support, recognition and ongoing development
8. Highly developed relationship management and/or consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
9. 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
10. Demonstrated ability to work autonomously and proactively alert management of any arising risks or opportunities
11. The ability to work with ambiguity and be excited by the idea of working in an entrepreneurial culture and on pioneer research topics

## OTHER JOB-RELATED INFORMATION

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- 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

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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.