



# SENIOR ANALYST – CLIMATEWORKS AUSTRALIA

DEPARTMENT/UNIT	ClimateWorks Australia / Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President
CLASSIFICATION	HEW Level 7
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 and 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 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](http://www.monash.edu/msdi).

**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

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The **Senior Analyst** will be responsible for both driving research projects and supporting teams with the analysis necessary for various projects. Given the pioneering nature of ClimateWorks' research projects, the Senior Analyst will be creative and apply strong problem-solving skills to develop frameworks and methodologies that support these initiatives.

The Senior Analyst will identify and review reports to gather data relevant to the projects, interview experts, conduct data analysis and modelling, generate reports and presentations based on their findings and interact with project partners (both internal and external). Moreover, the Senior Analyst will be in charge of developing expertise in one or more of ClimateWorks' key systems (Energy, Industry, Cities, Food, Land and Oceans, Economies, Finance and Corporates) and communicating key pieces of information to the rest of the team.

**Reporting Line:** The position reports to the Australia Country Lead working under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Effectively and autonomously support research and project teams through the application of analysis and modelling in order to deliver high quality reports and presentations
2. Design, develop and manage quantitative and qualitative research assignments in collaboration with internal and external stakeholders and maintain working expertise in one or more of ClimateWorks' key systems areas (Energy, Industry, Land, Food and Oceans, Cities, Economies, Finance and Corporates), acting as a subject matter expert to provide that knowledge to a variety of working groups
3. Communicate effectively with a range of stakeholders, such as researchers, project teams and external project partners, through a variety of mediums, including written reports, presentations and events, in order to report on, and present the results of, ClimateWorks activities
4. Identify and review reports to gather data to inform inputs for the purpose of analysis and modelling
5. Develop work plans for each project and manage by undertaking regular monitoring of project schedules and ensure they are progressing and delivering to the agreed scope, timeframes and milestones
6. Proactively identify risks relating to projects in order to inform senior management, and implement and/or oversee risk mitigation strategies
7. Develop frameworks and methodologies to assist in a range of research projects

8. Support ClimateWorks to develop organisational knowledge and capability by actively supporting knowledge sharing initiatives and training business analysts
9. Support decision making processes by actively participating in strategic discussions and monitoring our impact in line with ClimateWorks strategy
10. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience in an analyst role; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. High level of analytical, conceptual, research and investigative skills
3. Substantial numeracy skills supported by strong Excel skills, including the ability to understand complex existing models and create new models in Excel
4. High level of creativity in defining new ways to frame issues and solve complex problems
5. Proven ability to coordinate multiple competing tasks and allocate resources according to priority to ensure critical deadlines are met
6. The ability to work with ambiguity and be excited by the idea of working in an entrepreneurial culture and on pioneering research topics
7. Strong interpersonal, verbal and written communication skills when dealing with a broad range of individuals, groups and organisations including the ability to effectively write reports, deliver presentations utilising PowerPoint and foster effective collaboration among all stakeholders
8. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels

## **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.