



EDITORIAL & COMMUNICATIONS MANAGER

DEPARTMENT/UNIT	ClimateWorks Australia
FACULTY/DIVISION	Provost and Senior Vice-President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR 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 the [website](#).

ClimateWorks Australia 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 decision-makers with the power 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 not-for-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit climateworksaustralia.

POSITION PURPOSE

The **Editorial & Communications Manager** is a senior member of the growing ClimateWorks communications team. This role is responsible for implementing and further developing the organisation's multi-channel external communications strategies. This includes oversight of efficient business processes to ensure all communications activities are audience-relevant and influential, and evaluated for quality and impact.

This role works across ClimateWorks program areas – including our International & Country Context and Systems Change teams – and with the Monash Sustainable Development Institute at Monash University. The position builds communications capacity throughout the organisation, and amplifies our work, partnerships and thought-leadership towards the goal of achieving net zero emissions for Australia, Southeast Asia and the Pacific. It fosters a proactive team culture with a focus on storytelling, and appropriately frames ClimateWorks' work for stakeholders in government, business, industry and media.

Success will be that ClimateWorks staff are confidently communicating with impact, using a range of tools to engage with target audiences, and strategically contributing to the acceleration of climate action in the region.

The **Editorial & Communications Manager** is 'learning agile', meaning they are comfortable adjusting to a fluid business environment where rapid change is the norm. They are resilient, and excited by the idea of working in an entrepreneurial culture and on pioneer research topics in support of the climate solutions mission of the organisation. They also have a global perspective, are politically savvy, and are highly attuned to the nuances and impact of global legislative, regulatory and policy issues.

Finally, the role is collaborative. The **Editorial & Communications Manager** understands their greatest impact can be in helping to interpret and influence decisions and strategy. As a result, they are skilled at not only building strong internal relationships, but capacity building internal staff talent in a way that broadens priority skillsets and builds organisational capability.

Reporting Line: The position reports to the Communications Lead under broad direction with a measure of autonomy

Supervisory Responsibilities: This role provides direct supervision to up to 3 staff

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Manage the development and implementation of editorial, communications and media strategies to create a dynamic multi-channel production environment, aligned with ClimateWorks' strategic priorities and programs of work.
2. Support and develop a proactive team culture, with a focus on amplifying and framing ClimateWorks' work for external audiences, and storymining to identify the most relevant and influential data and analysis.
3. Facilitate and activate ClimateWorks staff to write about and fluently talk to our work among peers, partners, leaders, funders and other key audiences.
4. Work with the Communications Lead and other senior staff to develop and drive both planned and reactive communications activity, relevant to stakeholders in government, business, industry and media.
5. Progress the development of a corporate communications program that builds familiarity and engagement with ClimateWorks' analysis and net zero carbon emissions goal in the countries we work, including generating opportunities that further build ClimateWorks' reputation.
6. Develop a deep understanding of ClimateWorks' business strategy to enable you to make strong judgement calls about workflows and the prioritisation of resources.

7. Maintain up-to-date awareness of government and industry actions and policy, which may affect or impact ClimateWorks' business operations or strategy. Incorporating this knowledge into communications advice to relevant ClimateWorks staff and into communications materials as needed.
8. Within a matrix structure, lead and manage a work environment of continuous review and improvement of business practices and reporting, operational processes and service provision, including organisational communications capacity building.
9. 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 working in publishing/media/communications and management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Substantial experience in communications strategy and operations, including provision of expert, strategic advice, project management, reporting and consulting.
3. Highly developed written and oral communication skills with experience translating complex or technical information into engaging, plain English content relevant to Australia, Southeast Asia and the Pacific.
4. Experience developing a deep understanding of organisational business strategy in order to make informed decisions and ensure all communication adheres to independent, non-partisan and editorial guidelines.
5. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines.
6. Excellent relationship building and management skills including the ability to undertake consultative processes, engage with senior management, influence and negotiate with a variety of stakeholders, including internationally and interculturality.
7. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions.
8. Excellent interpersonal skills with the ability to provide authoritative advice and effectively translate, communicate and present complex information.

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.