



RESEARCH KNOWLEDGE MANAGER

DEPARTMENT/UNIT	Department of Architecture
FACULTY/DIVISION	Faculty of Art, Design & Architecture
CLASSIFICATION	HEW Level 9
WORK LOCATION	Caulfield 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 **Faculty of Art, Design and Architecture**: In Melbourne, art, design and architecture are leading influences on the city's internationally recognised cultural dynamism, exhibited through significant collecting and exhibiting institutions, commercial galleries and innovative cultural production. Within this rich milieu, **Monash Art Design and Architecture** (MADA) is a vibrant centre of rigorous creative practice, encompassing architecture, design and fine art integrated with traditional scholarship. MADA advocates the essential role of creative practice in quality of life and proposes and develops models for future communities that are culturally enriched and environmentally sustainable. To learn more about MADA, please visit our website: www.monash.edu/mada.

The **Global Buildings Performance Network** (GBPN) is a globally organised and regionally focused non-profit organisation founded in 2010 to provide building energy policy expertise and technical support to assist governments and the buildings sector keep global warming below 1.5oC while achieving sustainable development goals. It does this through an international network of trusted global building energy policy experts in 22 countries that work to adapt and support implementation of policy best practices in local markets in Europe, the U.S.A., India, China and South East Asia. Our activities include capacity building for policy implementation, policy analysis and validation, and sharing of knowledge, data and experience on designing effective building energy codes and climate policies between regions. You can find more about GBPN at www.gbpn.org.

POSITION PURPOSE

The **Research Knowledge Manager** is responsible for managing the end-to-end delivery of the development and implementation of GBPN's building energy policy knowledge services, and managing the engagement of our global expert network to support our policy action programs in India and South East Asia. The position works closely with senior stakeholders, both internal and external, across multiple areas to deliver projects in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

As the Research Knowledge Manager your primary roles will be to support research, policy planning, and policy adoption programs in collaboration with local expert partners in South East Asia and India. You will also manage the development and execution of a train-the-trainer program to build the capability for governance of the implementation of building energy policies across South East Asian jurisdictions. As a member of GBPN's leadership team, you will also work collaboratively with our international expert and partner network, including governments and international organisations, to share knowledge globally, contribute to organisational strategy, and identify new funding opportunities.

Reporting Line: The position reports to the Associate Professor, Department of Architecture, under broad direction and working with considerable autonomy

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead and manage projects from conception to final delivery drawing on current project management methodologies, including; creating and obtaining approval of business cases, establishing project structure, identifying and engaging relevant stakeholders, scoping client needs, identifying project deliverables, overseeing the development of project documentation and reports, managing project progress and performance against milestones, and coordinating and reporting on post-implementation reviews
2. Take accountability for the implementation of project deliverables including devising, managing and implementing change management strategies associated with project outcomes
3. Develop and manage GBPN knowledge services in collaboration with local and international expert partners
4. Identify, source and assign project resources, which may include managing a procurement tender process and managing contracts with external providers
5. Undertake research, devise solutions and provide high level, practical and impartial advice to senior management on complex, multi-faceted project issues
6. Establish, lead and develop a highly trained, motivated and efficient project team, including managing external consultants and contractors, with a focus on excellence in project delivery
7. Exercise strong budget management including supporting the delivery of project outcomes within budget for the project/s managed
8. Oversee and manage the preparation of business cases, position papers, briefings and reports for senior management and project stakeholders, including presentation of information where required
9. Initiate, develop and maintain strong partnerships with key project stakeholders, including influencing support for project objectives by networking and hosting stakeholder meetings
10. Identify risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in a building, urban studies or urban policy related field and extensive, relevant experience; or
 - extensive management experience and proven management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Exceptional project management skills with a proven record of successfully managing all aspects of large, complex and organisational-wide projects through to completion, including implementation and change management
3. Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Outstanding relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders within and outside the University
5. Superior analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
6. Exceptional interpersonal and communication skills, including the ability to liaise with and influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations
7. Proven experience in managing change in a large and complex organisation
8. Advanced computer literacy, particularly experience with current project management software and related application capabilities
9. A strong network of policy experts, policy-makers in government agencies and donors in the region and internationally
10. Experienced in developing online and offline policy guidance resources, and coordinating networks of experts in climate-related building and urban issues

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
- Frequent travel within South East Asia and India
- Working with colleagues internationally, outside normal working hours and across time-zones is required

LEGAL COMPLIANCE

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.