

# PROJECT OFFICER (BUILDINGS) - CITIES SYSTEM

DEPARTMENT/UNIT	Climateworks Centre/ Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice-President
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Melbourne CBD

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

**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 the gap between research and climate action. We are climate transition specialists, working in Australia, Southeast Asia and the Pacific with decision-makers

who have the power to reduce emissions at scale. Climateworks develops evidence-based knowledge to accelerate emissions reduction in line with the global 1.5°C temperature goal and shared climate safety.

Co-founded by philanthropy and Monash University, Climateworks is an independent not-for-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit [www.climateworkscentre.org](http://www.climateworkscentre.org).

Cities are drivers of the transition to net zero because of how energy is embodied and used where people live, work and commute. Urgent action is essential to avoid decades of locked-in emissions due to the lifespan and scale of investment in urban systems. **Climateworks' Cities team** develops unique evidence-based knowledge to enable decision-makers to reduce emissions in the built environment in line with limiting global warming to 1.5C. The team provides evidence and advice to decision-makers to accelerate emissions reduction in buildings, transport and infrastructure. Whilst our core focus is on emissions reductions, our work also looks at delivering better health and equity outcomes for people.

## POSITION PURPOSE

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The **Project Officer (Buildings)** plays a key role in delivering our core programs within the Cities System team. The role specifically supports projects focused on developing evidence and policy insights and engaging with key decision-makers to support the future-proofing of Australian buildings. Our projects focus on all buildings (new and existing) and the emergence of an enabling policy and finance environment to transition them to net zero emissions.

The Project Officer utilises their skills in project management, stakeholder engagement and research and analysis to assist with project coordination and delivery and contribute to the success of this program of work. This includes supporting project management activities as well as contributing to research, analysis and knowledge translation for decision-maker audiences, and participating in stakeholder engagement activities (across government, industry, research and civil society). The position works as part of a project team and will work with colleagues to ensure effective coordination and delivery across multiple streams of work.

**Reporting Line:** The position reports to the Senior Project Manager (Buildings)

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Assist with project management duties including: supporting the scoping, planning and delivery of project tasks and outputs, supporting effective project management communications, contributing to monitoring and reporting against impact metrics, budget, timeframes and other performance indicators, supporting the delivery of project meetings, contributing to anticipating and managing risks
2. Undertake research and analysis activities (desktop reviews of literature and policy, stakeholder interviews, data collection and analysis) and support effective knowledge management
3. Contribute to the development of key knowledge assets and outputs (policy briefs, position papers, reports, presentations, articles, etc.) to communicate research and inform action from policy-makers, banks and industry, with a view to effectively affect change to reduce emissions in buildings. Note that our approach to research is collaborative so this will involve working with key stakeholders to prepare position papers, briefings, reports and presentations for a range of audiences

4. Support project team members, where required, including liaising with external consultants and contractors, with a focus on excellence in project delivery
5. Develop and maintain excellent relationships with key stakeholders and decision-makers in the building sector and assist with stakeholder engagement tasks with a view to act as a trusted adviser to key decision-makers and contribute to collaborative efforts to affect policy change
6. Develop expertise in key knowledge areas related to the building sector including policy, regulatory, technology, and socio-economic aspects. In line with this, proactively manage relationships with key experts within the research community and industry and ensure latest knowledge is shared across the organisation
7. Contribute to the overall delivery of the Cities team strategy, working collaboratively with colleagues within the team and the organisation towards the delivery of the organisation's goal
8. 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; 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. Intermediate project management skills with experience coordinating projects, establishing priorities, coordinating stakeholder inputs and producing deliverables in accordance with agreed standards, timeframes and budgets. Advanced computer literacy with experience in the use of project management tools
3. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines
4. Strong research, analytical, knowledge management and problem-solving skills and the ability to identify and recommend solutions to challenging issues
5. Highly developed interpersonal and communication skills including experience in developing professional documentation
6. Strong relationship building skills, including the ability to interact with a variety of stakeholders
7. Demonstrated ability to work as an effective member of a team as well as the ability to exercise independence, judgement and initiative
8. Knowledge or experience in the sustainable built environment sector is a plus. We will value experience in, or exposure to, working with government or industry in areas such as policy making affecting the built environment

## **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.