



# ENGAGEMENT COORDINATOR

<b>DEPARTMENT/UNIT</b>	ClimateWorks / Monash Sustainable Development Institute
<b>FACULTY/DIVISION</b>	Provost and Senior Vice-President
<b>CLASSIFICATION</b>	HEW Level 7
<b>WORK LOCATION</b>	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).

**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** Australia develops expert, independent and practical solutions and provides advice to assist the transition to net zero carbon emissions for Australia and Asia Pacific. A non-profit organisation, ClimateWorks was co-founded in 2009 by The Myer Foundation and Monash University and works within Monash Sustainable Development Institute. ClimateWorks 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. Acting as a bridge between research and action, its 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. ClimateWorks supports decision makers with tailored information and the tools they need, and works with key stakeholders to remove obstacles and help facilitate conditions that encourage and support the transition to a prosperous, net zero emissions future. To learn more about our work, visit [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

## POSITION PURPOSE

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The Engagement Coordinator provides a range of high-level project services to support the end-to-end delivery of projects in the Cities and Policy team.

The Engagement Coordinator will take a collaborative approach, working closely with the Senior Project Manager (Net Zero Pledge Tracker), other members of the broader ClimateWorks team and relevant corporate, industry and government stakeholders and works closely with these groups to ensure the timely delivery of project deliverables. The Engagement Coordinator will have a substantial role in planning, coordinating and undertaking engagement with key stakeholders across our target audience and generate and disseminate communications materials based on project findings. Materials will include public reports, factsheets, briefings, traditional and digital media materials and presentations. The Engagement Coordinator will be expected to present in a clear and compelling manner to a variety of audiences, especially businesses, policy makers and influencers in person and via webinars.

The Engagement Coordinator operates with excellence and expertise in process and judgment to provide sound and timely advice and support to project staff and other stakeholders.

A key area of work will be the Net Zero Pledge Tracker project that will gather information about and analyse emissions reduction commitments by public and private organisations in Australia and promote the impact of these pledges. Other areas of work could include sectoral roadmaps in Transport, Industry and Cities.

**Reporting Line:** The position reports to Senior Project Manager (Net Zero Pledge Tracker) under broad direction

**Supervisory Responsibilities:** This position will provide direct supervision to one or two staff as the project develops

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Undertake a range of high-level project coordination duties, including: working with stakeholders to support scoping and planning project deliverables, monitoring and reporting against budget, timeframes and other performance indicators, managing a schedule of project meetings and planning and support the generation of funds for projects
2. Plan, undertake and oversee project related tasks, ensuring they are completed in accordance with agreed standards and timeframes to deliver project outcomes that meet or exceed outcomes identified in the project plan
3. Undertake research, analyse results, investigate options and provide recommended solutions to complex project related issues
4. Provide supervision and guidance to project team members, where required, including liaising with external consultants and contractors, with a focus on excellence in project delivery
5. Prepare high quality, concise and targeted reports, position papers, briefings, presentations and other communications materials for a range of audiences including investors, government, businesses, business associations and other non-governmental organisations
6. Identify key stakeholders to build and sustain relationships with an extensive network of external stakeholders to support project objectives. Work pro-actively to gain their support and endorsement by establishing contact, conducting presentations, hosting/attending stakeholder meetings and managing consultative processes
7. Identify and report on risks to projects and implement risk mitigation strategies

## 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. Project management skills with a record of successfully coordinating or supporting projects through to completion in accordance with agreed standards, timeframes and budgets
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Experience in staff supervision, including the ability to motivate and develop a small team and plan and allocate work to meet project objectives as well as the ability to work as an effective member of a team and more broadly, to foster collaboration beyond the immediate team
5. Highly-developed relationship management skills, including the ability to interact with, influence and negotiate with a variety of stakeholders at senior levels
6. High-level analytical and problem-solving skills and the ability to identify and recommend solutions to challenging issues and define ways to frame and solve them
7. Excellent interpersonal and communication skills, including experience in developing professional communications materials and delivering effective presentations with informative use of quantitative and qualitative data
8. High-level writing skills, including demonstrated experience in developing and delivering communications materials including traditional and digital media materials, presentations, high quality, concise, targeted reports and briefings for business and government audiences
9. Good numeracy skills and an understanding of how to use data to tell a story
10. Demonstrated experience in establishing relationships and projects with, or consulting to, the investment, corporate and government sectors

## OTHER JOB RELATED INFORMATION

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- Travel to other locations to meet with project stakeholders 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

## LEGAL COMPLIANCE

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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.