



PROGRAM MANAGER

DEPARTMENT/UNIT	ClimateWorks Australia
FACULTY/DIVISION	Monash Sustainable Development Institute
CLASSIFICATION	HEW Level 9
WORK LOCATION	41 Exhibition Street, Melbourne

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at 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 is a leading independent organisation acting as a bridge between research and action, to enable new approaches and solutions that accelerate Australia's transition to net zero emissions by 2050.

Since our launch in 2009, we have made significant progress and earned a reputation as a genuine and impartial adviser to key decision makers from all sides of politics and business. 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.

In the pursuit of our mission, we look for innovative opportunities to reduce emissions, analysing their potential then building an evidence based case through a combination of robust analysis and research and clear and targeted engagement. We support decision makers with tailored information and the tools they need and we work with key stakeholders to remove obstacles and help facilitate conditions that encourage and support Australia's transition to a prosperous, net zero emissions economy.

ClimateWorks was co-founded by Monash University and The Myer Foundation and works within the Monash Sustainable Development Institute. To learn more about us and the work we do, please visit our website: www.climateworksaustralia.org.

POSITION PURPOSE

The Program Manager is responsible for leading the development and delivery of multiple work programs in the National team, with a focus on climate change policy and action by public and private sector organisations across sectors relating to cities including buildings, transport, energy and industry. These programs will translate the vision and priorities of ClimateWorks as articulated in the ClimateWorks business plan into one or more multi-year work streams. The incumbent will lead the identification, development and fundraising for new projects as well as manage staff members and/or small project teams to deliver on those programs through collaborative projects with business and government partners.

The Program Manager will use their leadership and people management skills, alongside their extensive networks and attention to detail, to drive the delivery of these projects, with a focus on supporting and empowering others to lead day-to-day project management and delivery.

Reporting Line: The position reports to the Head of National Programs, under broad direction, working with a considerable degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to 5-10 staff members and manages a number of small project teams

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead and manage the development, review and progress reporting of work programs that translate the vision and priorities of ClimateWorks into one or more multi-year programs in accordance with University policies, procedures and ClimateWorks strategic priorities
2. Undertake a suite of coordinated business development activities including the proactive identification of new project opportunities, proposal development and the sourcing of funding streams for work programs and projects, with a focus on securing multi-year program funding and impact outcomes
3. Lead and develop a highly-trained, motivated and efficient team, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver project outcomes and continuous improvement
4. Lead and manage a work environment of continuous review and improvement of business practices, operational processes, systems and service provisions
5. Translate ClimateWorks data and research into policy recommendations in collaboration with ClimateWorks colleagues
6. Lead and manage significant strategic projects, including budget, planning, scope and coordination of contributors, as well as large scale review and development of policy and procedure, and complex compliance and quality processes
7. Support the effective communication of ClimateWorks research preparing and refining project materials using a range of mediums
8. Develop and maintain strong partnerships and networks with key stakeholders in academia, industry and government with a focus on the areas of sustainable development as identified by the CWA strategic plan
9. Contribute to strategic planning and the achievement of business unit and university goals as a member of the ClimateWorks management team, including providing strategic advice to senior management regarding broad business trends, opportunities and threats
10. Deliver presentations to communicate the findings of ClimateWorks' research projects and results to a large range of audiences and actively participate in panel discussions or workshops

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications 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. Excellent management and leadership skills with the proven ability to strategically manage and provide authoritative technical and policy advice, influence, negotiate and achieve consensus at senior levels
3. Demonstrated ability to lead high profile projects of varying complexity and size, establishing the project scope and plan, and overseeing the project's implementation to ensure quality outcomes are achieved to deadline
4. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a complex organisation
5. Demonstrated management experience in a matrix, or large and complex management structure with the proven ability to motivate and develop a team of professionals to achieve objectives and inspiring a working culture of support, recognition and ongoing development
6. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver innovative solutions to complex problems and project requirements
7. Extensive established networks and superior interpersonal and communication skills including the ability to develop and sustain effective stakeholder relationships across diverse groups and at senior and executive levels in governments and businesses
8. In-depth Knowledge of climate change policies and organisations in Australia with the proven ability to proactively identify and secure project partners and funding
9. Strong written communication skills with the demonstrated ability to produce clear and succinct reports, proposals or submissions
10. The ability to work with ambiguity and be excited by the idea of working in an entrepreneurial culture and on pioneer research topics

OTHER JOB RELATED INFORMATION

- Travel to other locations, including interstate travel, 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

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.