

Position Description

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| POSITION: | Senior Project Officer |
| LOCATION: | Level 18, 1 Nicholson Street East Melbourne VIC 3001 |
| EMPLOYMENT: | Full-time, twelve (12) month fixed-term contract, ending 30 September 2022, with intention to extend |
| FTE: | 0.5 - 1.0FTE (19 - 38 hours per week – negotiable for the right candidate) |
| REPORTING TO: | Head of Projects |
| CURRENT: | August 2021 |

COMPANY PROFILE

The Energy Efficiency Council is a not-for-profit membership association for businesses, universities, governments and NGOs. Founded in 2009, the Council's members are diverse, but are united by a common cause: building a sophisticated market for energy management products and services that delivers:

- Healthy, comfortable buildings;
- Productive, competitive businesses; and
- An affordable, reliable and sustainable energy system for Australia.

The Energy Efficiency Council's vision is to make Australia a global leader in smart energy management. To this end, the Council works with its members and partners to:

- Drive ambitious government policy by advocating for smart energy management policies and programs that deliver for all Australians;
- Support business decision making and growth with trusted, impartial information on energy so they have confidence making the right energy management investments; and
- Build the quality of energy management products and services by delivering training and professional development to energy management professionals across Australia.

Energy management encompasses a wide range of practices and technologies including energy efficiency, demand management or load shifting, and demand response. Smart energy management makes our buildings healthier and more comfortable, our businesses more productive, and our energy system more affordable.

JOB PURPOSE

The Council's expert team of staff and advisors work with governments at the local, state and federal level, key industry and professional associations, and non-governmental organisations, particularly our NGO Partners, on a range of bespoke strategic research, business engagement, industry development and thought leadership projects.

Types of projects include:

- Research and analysis of policy and technology opportunities related to energy;
- Business engagement activities including developing resources, and planning and delivering engagement campaigns with partners that further energy users' energy management capabilities; and
- Development of training programs to upskill the energy services sector or wider industry in energy management.

High quality, strategic projects increase the profile and influence of the Council, build the market for energy management, support energy management providers and energy users, provide a foundation for the Council's policy and advocacy, communications, training and events activities and are an important means to diversify and grow revenue.

The purpose of this role is to support the Head of Projects with delivering any such projects.

The Senior Project Officer will be highly motivated, with a track record of demonstrating initiative, acting autonomously, and having a keen attention to detail. The Senior Project Officer will have excellent interpersonal, analytical, and oral and written communication skills, and a minimum of 2-3 years' experience in policy or project delivery in the energy, sustainability or equivalent industry.

KEY DUTIES

This role requires significant engagement with formal and informal partners, and working in conjunction with them to deliver research and analysis, engagement campaigns and other projects.

Key duties include:

- Rapid research, analysis and report writing, considering both primary and desktop research, i.e. existing literature and stakeholder consultation;
- Stakeholder engagement and management, including administering meetings;
- Leveraging project work for maximum impact through strategic communications and engagement; and
- Supporting the Head Projects on other tasks as required.

The Council is a small and flexible organisation. The successful candidate will be required to work on a range of cross-organisational projects, on an ad hoc basis, in collaboration with colleagues and external stakeholders to meet the Council's overall goals.

KEY RELATIONSHIPS

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| Direct reports: | None |
| Reports to: | Head of Projects |
| Internal relationships: | Projects team |
| External relationships: | Project funders, partners and stakeholders EEC members, partners and stakeholders Professional development partners and stakeholders |

Key selection criteria

SKILLS, EXPERIENCE AND BEHAVIOURAL COMPETENCIES

Essential skills and experience

- Excellent written and verbal communication skills, with sound copywriting and editing skills, and the capacity to effectively present in public.
- Project management skills, including supporting the successful delivery of projects and/or campaigns.
- Excellent analytical and strategic thinking, with the ability to quickly analyse large amounts of information to produce succinct briefs, research reports and other written materials that are appropriate for the target audience.
- Excellent interpersonal skills, with the ability to build relationships with participants at all levels of the Australian energy/sustainability industry.
- A minimum of 2-3 years' experience in policy or project delivery.
- Experience in the energy or climate sector, or demonstrated capability to rapidly develop new knowledge and expertise.

Education

- Completed or completing a tertiary qualification in public policy, business, energy, environmental or equivalent studies.

Desirable experience

- Demonstration of extra-curricular, volunteer or other experience that demonstrates the candidate's initiative by foreseeing problems, and finding solutions.
- Professional experience in an industry, consumer or environmental non-profit organisation.
- Professional experience in local, state or federal government.
- Completed or completing a post-graduate qualification in a relevant field, or demonstrated equivalent professional experience.

Personal attributes

- Organised, self-motivated and results driven, with integrity.
- Adaptable and flexible in outlook.
- Well-presented and able to liaise with senior executives and external stakeholders.
- Ability to maintain a high level of attention to detail while multi-tasking.
- Ability to work on own initiative, and to manage workload independently.

KEY EMPLOYMENT CONDITIONS

Exact employment conditions will be negotiated based on the qualifications and experience of the candidate.

- 0.5 - 1.0FTE – nineteen to thirty-eight (19 - 38) hours per week, negotiable for the right candidate.
- \$75,000 – 85,000 per annum including superannuation, pro-rated to FTE.
- Some out-of-hours work required, as well as occasional interstate travel.
- Preference is for a Melbourne-based candidate, however applications from candidates outside of Melbourne will be considered.
- Flexible work arrangements under COVID-19, with EEC staff working remotely at present and the intention to return to the office under flexible arrangements once it is safe to do so.

Key accountabilities

| Accountability | Measurables / KPI |
|--|---|
| <p>Projects</p> <ul style="list-style-type: none"> • Support the delivery of long-term strategic projects, as agreed with the Head of Projects, including: <ul style="list-style-type: none"> ○ Researching policy and technical issues, including through engagement with staff, advisors and external experts; ○ Supporting ongoing business engagement campaigns with content creation and dissemination; and ○ Contributing to the development of professional development opportunities for the energy management sector. • Work with formal and informal partners on the development and delivery of projects. • Provide secretariat support for project governance, including scheduling meetings, preparing agendas and minutes. • Support the development of project proposals, including budgets, timelines, and sub-contract management. | <ul style="list-style-type: none"> • Develop and execute projects at the standards stipulated by the Head of Projects and project partners, as defined by project proposals and contracts. • Convert projects from the pipeline into contracted projects within agreed timelines. |
| <p>Partnerships and engagement</p> <ul style="list-style-type: none"> • Work with the Head of Projects and other colleagues to maximise member, partner and stakeholder engagement. • Maintain complex relations with diverse stakeholders, including members, governments and formal and informal partners, and represent the Council in meetings, and at events, with these stakeholders. • Support the delivery of project campaigns and the Council's engagement strategy, including developing content for newsletters, media releases and other communications. | <ul style="list-style-type: none"> • Maintain strategic relationships with key funding and other partners. • Support the delivery of project campaigns. • Support the delivery of the Council's engagement strategy and activities. |
| <p>Administration</p> <ul style="list-style-type: none"> • Work with Council staff to ensure the information required to maintain member and partner records in the CRM system and other information systems are provided and their status communicated. | <ul style="list-style-type: none"> • Ensure records of engagement activities are maintained against members and partners in the CRM system and are accurate and up to date. |
| <p>Health and safety</p> <ul style="list-style-type: none"> • Adhere to the guidelines of the HR Policy & Procedures Manual. • Responsible for the health and safety of self and others. • Report all potential hazards immediately. • Assist to investigate all health and safety issues raised and implement corrective actions. | <ul style="list-style-type: none"> • Demonstrate a proactive approach to governance and OHS. |