

Position description

POSITION:	Senior Advisor, Policy and Projects
LOCATION:	Level 18, 1 Nicholson Street East Melbourne VIC 3002
CANDIDATES:	Preference for a candidate in Melbourne, Sydney or Canberra
EMPLOYMENT:	Ongoing contract
FTE:	0.5 - 1.0FTE (19 - 38 hours per week)
CURRENT:	May 2022

COMPANY PROFILE

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

- Healthy, comfortable buildings;
- Productive, competitive businesses; and
- An affordable, reliable 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 EEC 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;
- Build the quality of energy management products and services by delivering training and professional development to energy management professionals across Australia; and
- Support business decision making and growth with trusted, impartial information on energy so they have confidence making the right energy management investments.

Energy management encompasses a wide range of practices and technologies including energy efficiency, demand management or load shifting, and demand response. Smart energy management is essential for meeting Australia's goal of net zero emissions by 2050.

JOB PURPOSE

The EEC's expert team of staff and independent advisors work with governments at the state and federal level, key industry and professional associations, non-governmental organisations, particularly our NGO Partners, and our industry members on developing key policy positions and advocacy campaigns on a range of energy efficiency, energy management and demand response issues. Further, the EEC undertakes bespoke research on a range of topics to support government with developing sound policy and programs that support reducing energy consumption and costs and the achievement of net zero targets.

The purpose of the role of the Senior Advisor, Policy and Projects is to drive the EEC's policy and advocacy agenda through:

- Policy development, consultation and writing submissions on key policy areas like ensuring the inclusion of insulation and other strategic technologies in energy efficiency (white certificate) schemes and other government programs;
- Research and strategic work on policy priorities;
- Advocacy and stakeholder engagement; and
- Support across the EEC's projects and programs.

The Senior Advisor, Policy and Projects will work to deliver the [Industry-led roadmap for quality control and safety in insulation installation](#) – the Insulation Roadmap – with particular emphasis on developing project proposals and basic project plans for each action in the Insulation Roadmap, and advocating for governments to fund or co-fund these activities. The role will involve significant engagement with the Affiliated Insulation Industry Coalition (AIIC)¹ to ensure that that the Insulation Roadmap is realised in a way that unlocks the environmental, health and economic benefits of insulation, which supports the needs of the insulation industry, as a key sub-sector of the energy management sector.

The Senior Advisor, Policy and Projects will be highly motivated, with a track record of demonstrating initiative, acting autonomously, and having a keen attention to detail. The Senior Advisor, Policy and Projects will have excellent interpersonal, analytical, and oral and written communication skills, and a minimum of two (2) years' experience in policy, advocacy or industry research in the energy, emissions reduction, sustainability or an equivalent industry. Additional experience will be considered favourably.

¹ The Affiliated Insulation Industry Coalition (AIIC) includes:

- Australian Modern Building Alliance (Chemistry Australia);
- Insulation Australasia;
- Insulation Council of Australia and New Zealand; and
- The Insulation Academy.

KEY DUTIES

This role requires significant engagement with members, formal and informal partners – including the AIIC – and working in conjunction with them to deliver policy and advocacy, research and analysis and other strategic work on policy priorities.

Key duties include:

- Policy development, consultation and writing submissions that support the growth of energy management and the roll out of strategic technologies like insulation, including:
 - Working with the EEC’s Executive Team to develop EEC positions on a range of policies that affect energy efficiency and demand flexibility through:
 - Researching policy and technical issues, including through engagement with members, partners and other experts;
 - Engaging with EEC members, including through task groups and consultation workshops; and
 - Monitoring media, government policy and developments in the energy policy space; and
 - Drafting policy papers, submissions and media releases that provide detailed and timely advice on policy issues, including the role of strategic technologies like insulation.
- Research and strategic work on policy priorities and strategic technologies, including:
 - Working with the Policy and Projects teams to undertake data gathering, analysis and report writing, considering both primary and secondary research, i.e. stakeholder consultation and desktop literature reviews;
 - Developing public-facing campaign materials that highlight the role of insulation and other strategic technologies in delivering a healthy and prosperous net zero Australia; and
 - Developing project proposals and plans for each action in the Insulation Roadmap – and any other future technology roadmaps – ensuring that the actions can be realised.
- Advocacy and stakeholder engagement, including:
 - Developing strategies to support policy priorities, considering the use of submissions, media and engaging with key stakeholders;
 - Representing the EEC in meetings with government officials and other key stakeholders;
 - Working with the Policy, Projects and Executive teams to promote key concepts through media channels; and
 - Managing complex relations with diverse stakeholders, including members, governments, industry associations and other non-profit organisations.
- Support across the EEC’s projects and programs, including:
 - Assisting with shaping the EEC’s strategy and focus areas by staying informed of member and stakeholder priorities and concerns, and briefing executive staff; and
 - Supporting EEC staff on discrete activities with a policy component, i.e. content for the National Energy Efficiency Conference or copy for newsletters.

The EEC 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 EEC’s overall goals.

KEY RELATIONSHIPS

Direct reports:	None
Reports to:	Head of Projects
Internal relationships:	Policy team Projects team Communications and engagement team
External relationships:	The Affiliated Insulation Industry Coalition (AIIC) EEC members, partners and stakeholders Minsters and their advisors Government representatives

KEY EMPLOYMENT CONDITIONS

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

- 0.5 - 1.0FTE (19 – 38 hours per week);
- Salary depends on experience;
- Some out-of-hours work required, as well as interstate travel;
- Preference for a candidate in Melbourne, Sydney or Canberra; and
- Flexible work arrangements under COVID-19, with EEC staff working remotely and in the office in Melbourne.

Key selection criteria

SKILLS, EXPERIENCE AND BEHAVIOURAL COMPETENCIES

The EEC supports a diverse and inclusive work environment. Applicants are encouraged to apply for this position if they meet *some, but not all* of the preferred key selection criteria.

Preferred skills and experience

- Experience researching and developing energy-related policy, particularly in strategic technologies such as insulation, and the ability to engage effectively with both strategic and technical policy issues;
- Excellent analytical and strategic thinking, with an ability to quickly analyse large amounts of information to produce succinct briefs and strategies;
- Experience in policy consultation, stakeholder engagement and advocacy;
- Excellent written and verbal communication skills, with sound copywriting and editing skills, and the capacity to effectively present in public;
- 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 industry;
- A minimum of two (2) years' experience in policy, advocacy or industry research, however additional experience will be considered favourably; and
- Experience in the energy or climate sector, or demonstrated capability to rapidly develop new knowledge and expertise.

Preferred education

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

Desirable skills and experience

- Professional experience in an industry, consumer or environmental non-profit organisation;
- Professional experience in local, state or federal government;
- Project management skills, including supporting the successful delivery of projects and/or campaigns;
- Completed a post-graduate qualification in a relevant field, or demonstrated equivalent professional experience; and
- Demonstration of extra-curricular, volunteer or other experience that demonstrates the candidate's initiative by foreseeing problems and finding solutions.

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; and
- Ability to work on own initiative, and to manage workload independently.