

## Position Description

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<b>POSITION:</b>	<b>Senior Advisor, Policy and Research</b>
<b>LOCATION:</b>	Level 18, 1 Nicholson Street East Melbourne VIC 3002
<b>CANDIDATES:</b>	Preference for a candidate in Melbourne, Sydney or Canberra
<b>EMPLOYMENT:</b>	Ongoing contract
<b>FTE:</b>	0.6 - 1.0FTE (22.8 - 38 hours per week)
<b>REPORTING TO:</b>	Chief Executive Officer
<b>CURRENT:</b>	September 2021

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### 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.

The Energy Efficiency Council is well respected in the energy policy debate and has played a critical role in many recent reforms that are boosting Australia's productivity and helping keep energy affordable. Additionally, the Council has a reputation for working closely with government and other partners to develop high value research and content for industry participants.

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.

## **JOB PURPOSE**

The Council'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 Council 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 Research is to drive the Council's policy and advocacy agenda through:

- Policy development, consultation and writing submissions on key policy areas like energy efficiency (white certificate) schemes;
- Research and strategic work on policy priorities;
- Advocacy and stakeholder engagement; and
- Support across the Council's projects and programs.

The Senior Advisor, Policy and Research 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 Research 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.

## **KEY DUTIES**

This role requires significant engagement with members, formal and informal partners, 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 on key policy areas like energy efficiency (white certificate) schemes, including:
  - Working with the Head of Policy and CEO to develop Council positions on a range of policies that affect energy efficiency and demand management through:
    - Researching policy and technical issues, including through engagement with members, partners and other experts;
    - Engaging with Council 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.
- Research and strategic work on policy priorities, including:
  - Working with the Heads of Policy and Projects to undertake data gathering, analysis and report writing, considering both primary and secondary research, i.e. stakeholder consultation and desktop literature reviews.

- Advocacy and stakeholder engagement, including;
  - Developing strategies to support policy priorities, considering the use of submissions, media and engaging with key stakeholders;
  - Representing the Council in meetings with government officials and other key stakeholders;
  - Working with the CEO and Head of Policy 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 Council's projects and programs, including:
  - Assisting with shaping the Council's strategy and focus areas by staying informed of member and stakeholder priorities and concerns, and briefing executive staff; and
  - Supporting Council staff on discrete activities with a policy component, i.e. content for the National Energy Efficiency Conference or copy for newsletters.

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

Direct reports:	None
Reports to:	Chief Executive Officer
Internal relationships:	Head of Policy Head of Projects Head of Operations
External relationships:	Council members, partners and stakeholders Minsters and their advisors Government representatives

## Key selection criteria

### SKILLS, EXPERIENCE AND BEHAVIOURAL COMPETENCIES

#### *Essential skills and experience*

- Experience researching and developing energy-related policy, 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.

#### *Education*

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

#### *Desirable 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.

### KEY EMPLOYMENT CONDITIONS

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

- 0.6 - 1.0FTE (22.8 – 38 hours per week);
- \$110,000 – 120,000 per annum including superannuation at 1.0FTE, pro-rated for FTE;
- 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.

## Key accountabilities

Accountability	Measurables / KPI
<p><b>Policy and advocacy</b></p> <ul style="list-style-type: none"> <li>• Support the delivery of the Council’s policy and advocacy strategy, as agreed with the Head of Policy;</li> <li>• Lead on policy development, consultation, submission writing and advocacy on a number of key policy areas. These areas will be selected based on your experience and expertise, but could include:               <ul style="list-style-type: none"> <li>○ Energy efficiency (white certificate) schemes;</li> <li>○ Energy efficiency in commercial buildings, including government buildings; and</li> <li>○ Industrial energy management.</li> </ul> </li> <li>• Provide regular written briefing to the EEC’s policy and advocacy committee and EEC members and partners through newsletters and other communication media.</li> </ul>	<ul style="list-style-type: none"> <li>• Execute policy and advocacy at the standards stipulated by the Head of Policy and CEO; and</li> <li>• Lead in the delivery of a minimum of three (3) task group meetings per annum per task group assigned to the Senior Advisor, at the standards stipulated by the CEO.</li> </ul>
<p><b>Research and strategic projects</b></p> <ul style="list-style-type: none"> <li>• Support the delivery of strategic research projects, as agreed with the Head of Projects, including researching policy and technical issues, including through engagement with staff, advisors and external experts;</li> <li>• Work with formal and informal partners on the development and delivery of research and strategic projects; and</li> <li>• Support the development of project proposals, including:               <ul style="list-style-type: none"> <li>○ Defining the research problem;</li> <li>○ Identifying appropriate project partners; and</li> <li>○ Proposing a methodology for solving the research problem.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Develop and execute projects at the standards stipulated by the Head of Projects and project partners, as defined by project proposals and contracts.</li> </ul>
<p><b>Partnerships and engagement</b></p> <ul style="list-style-type: none"> <li>• Work with the CEO and executive team to maximise member, partner and stakeholder engagement;</li> <li>• 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;</li> <li>• Support the delivery of the Council’s policy and advocacy and engagement strategies, including developing content for newsletters, media releases and other communications; and</li> <li>• Support the delivery of the Council’s events strategy, including developing content and liaising with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain strategic relationships with key funding and other partners;</li> <li>• Support the delivery of the Council’s engagement strategy and activities; and</li> <li>• Contribute at least 6 articles per annum to policy communications, including newsletters and energy user briefings.</li> </ul>

<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure records of engagement activities are maintained against members and partners in the CRM system and are accurate and up to date.</li> </ul>
<p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to the guidelines of the HR Policy &amp; Procedures Manual;</li> <li>• Responsible for the health and safety of self and others;</li> <li>• Report all potential hazards immediately; and</li> <li>• Assist to investigate all health and safety issues raised and implement corrective actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a proactive approach to governance and OHS.</li> </ul>