

Ironbark Sustainability
Position Description

CONFIDENTIAL

| | |
|-----------------------------------|--|
| Position Title: | Project Manager – Climate Program |
| Hours: | Part-time – 0.8 FTE, or as negotiated |
| Remuneration: | Band 6 (\$86,054 - \$93,542 pro rata) |
| Starting Date: | 2020 |
| Reports To: | Program Manager – Climate Program |
| Staffing Responsibilities: | Project Officers and Project Support Officers |
| Role Description: | <p>The project manager is responsible for supporting council clients through the delivery of projects under Ironbark’s Climate Program. Project types will typically include the delivery of emissions data insights, data communications, action planning and strategy development. Projects must be managed with a goal of maintaining an appropriate time, cost, quality balance. Clients are most commonly Australian local governments.</p> <p>The role may involve liaison with a wide range of stakeholders from councils, other levels of government, partner organisations, community groups and private entities. The role will also involve working closely with other Ironbark staff.</p> |
| Shared Values: | <p>All Ironbark staff are expected to abide by our shared values:</p> <ul style="list-style-type: none"> • Transparency: open and honest behaviour • Tangible results: flexibility, pragmatism and efficiency • Leadership: persistence, creativity and aspiration • Healthy communities: environmental, social and financial sustainability • Good people |
| OH&S | <p>All Ironbark staff are expected to look after themselves and others including:</p> <ul style="list-style-type: none"> • Reporting incidents and near misses; • Follow OHS procedures; and • Contribute to raising and addressing risks. |
| Key Duties and targets: | <p>Key Duty 1</p> <ul style="list-style-type: none"> • <i>Manage projects under Ironbark’s Climate Program using Ironbark processes and resources, from proposal development through to completion and follow-up</i> <p>Measure</p> <ul style="list-style-type: none"> • <i>Projects are delivered within budget, within agreed timeframes and to meet Ironbark’s expectations on quality</i> • <i>Projects have clear internal and external roles and responsibilities</i> • <i>Ironbark’s systems are used maintained appropriately, including TeamGantt, Suite CRM, G-Suite and others as required</i> • <i>Risks and issues are managed and reported in compliance with Ironbark’s processes</i> • <i>Project teams are coordinated and team members are supported to deliver high quality outputs within project timeframes</i> |

| | |
|--|--|
| | <p>Key Duty 2</p> <ul style="list-style-type: none"> Engage with key stakeholders – council clients, prospective council clients, city networks and broad stakeholders <p>Measure</p> <ul style="list-style-type: none"> Undertake liaison with councils, partners and other stakeholders such as ICLEI Oceania, Beyond Zero Emissions, Cities Power Partnership, Greenhouse Alliances and Regional Organisations of Councils, Local Government Associations and State and Federal Government Develop proposals, seek new business with councils and other stakeholders Facilitate workshops, webinars and other collaborative approaches to develop and maintain close engagement with stakeholders and partners <p>Key Duty 3</p> <ul style="list-style-type: none"> Support the Program Manager – Climate Program and Head of Analytics to deliver the “Climate Program” strategic initiative <p>Measure</p> <ul style="list-style-type: none"> Input is provided to strategic planning activities Allocated tasks that progress Ironbark’s Climate Program strategic initiative are completed New opportunities, ideas and developments relevant to Ironbark’s Climate Program are reported to the Climate Team <p>Key Duty 4</p> <ul style="list-style-type: none"> Develop the skills and competencies of project officers and project support officers under the Climate Program <p>Measure</p> <ul style="list-style-type: none"> Climate program project officers are able to undertake an increasing amount of work independently and competently There is a high level of staff satisfaction |
| Key Selection Criteria | |
| <p>Qualifications and Knowledge</p> | <p>Qualifications</p> <ul style="list-style-type: none"> Degree in sustainability, social science, planning, business management, environmental management or a relevant field <p>Specialist Knowledge</p> <ul style="list-style-type: none"> Understanding of and interest in the basic tenets of climate science and emissions reduction opportunities Ability to understand, interpret and communicate data sets and complex ideas |

| | |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> • Knowledge of the Global Protocol for Community-scale Greenhouse Gas Emissions Inventories (the GPC), NGERs and/or other climate reporting standards that are relevant to Australian councils is highly regarded |
| <p>Skills and Experience</p> | <p>Project Management</p> <ul style="list-style-type: none"> • Minimum 2 years demonstrated experience in project management including experience in budgeting and stakeholder management • Experience working with the local government/government sector highly regarded • Experience in managing and leading teams • Experience in client management (including the matching of client needs through proposal development, project implementation and follow up) • Exceptional skills in managing time, setting priorities, planning and organising staff resources, including your own • Development and implementation of strategies, systems, plans and reports with a sustainability focus <p>Communication</p> <ul style="list-style-type: none"> • Highly developed communication and interpersonal skills including presentations, workshop facilitation and other group communications • Highly developed writing skills, including the ability to produce high quality and well-written reports and proposals. <p>Stakeholder knowledge</p> <ul style="list-style-type: none"> • Knowledge of local and state government operational frameworks and processes is desirable • Knowledge of international climate change frameworks and programs including the Global Covenant of Mayors for Climate and Energy, GPC, CDP, ICLEI, CPP, C40 Cities and others is desirable <p>Computer Competence</p> <ul style="list-style-type: none"> • Proven computer skills are essential including the use of G-suite and demonstrated ability to work with Microsoft environments • Excellent knowledge of Microsoft Excel, including the ability to review, understand and trace errors within complex, excel-based tools and the ability to develop and tailor a range of graphs and charts • Ability to learn, understand and interrogate new systems and databases is essential <p>General</p> |

- | | |
|--|---|
| | <ul style="list-style-type: none">• Ability to work in a small team and in a highly productive environment• Ability to work with minimal supervision |
|--|---|

CONFIDENTIAL

© 2020 Ironbark Group Pty. Ltd.

The information contained in this document produced by Ironbark Group Pty. Ltd is solely for the use of the Client identified on the cover sheet for the purpose for which it has been prepared and Ironbark Group Pty. Ltd undertakes no duty to or accepts any responsibility to any third party who may rely upon this document.

All rights reserved.

No section or element of this document may be removed from this document, reproduced, electronically stored or transmitted in any form without the written permission of Ironbark Group Pty. Ltd.

About Ironbark Sustainability

Ironbark Sustainability is a specialist local government consultancy that works with councils around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation.

Ironbark has been operating since 2005 and brings together decades of technical and financial analysis, maintenance and implementation experience in the areas of energy & water auditing, and public lighting technologies and management.

Ironbark provides public lighting support nationally including technology advice, technology approvals, business cases and project management. Ironbark delivers strategic and specific advice and support for the establishment of effective environmental management systems for government and business clients. We pride ourselves on supporting our clients to manage their operations more sustainably.

CONFIDENTIAL

Our Mission

Ironbark's mission is to facilitate progressive sustainability outcomes through practical and realistic support for councils and their communities.