

## Position description

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<b>POSITION:</b>	<b>Manager, Training and Professional Development</b>
<b>LOCATION:</b>	Level 7, 222 Exhibition Street Melbourne VIC 3000
<b>EMPLOYMENT:</b>	Fixed term contract, ending 31 December 2021, with intention to extend.
<b>FTE:</b>	1.0FTE (38 hours per week)
<b>REPORTING TO:</b>	Senior Manager, Partnerships and Engagement
<b>CURRENT:</b>	January 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 Council has five general divisions of activity to support the Council's agenda and the operationalisation of the Council's vision:

- Membership and partnerships;
- Policy and advocacy;
- Events;
- Training and sector development; and
- Projects.

## 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 on a range of sector development projects. The projects build the capacity of the energy management industry, energy users or other intermediaries to unlock energy management opportunities.

The purpose of this role is to lead the Council's sector development work, and to work with the wider team to ensure that the quality of energy management products and services are improved by delivering training and professional development to energy management professionals across Australia. The role also supports the upskilling of energy users and other intermediaries to unlock energy management opportunities.

The Manager, Training and Professional Development is responsible for:

- The development of new training programs that support the professional development of energy management professionals and are congruent with the overall vision of the Council;
- The management of the Energy Efficiency Certification Scheme (EECS) and relationships with certified persons and other stakeholders;
- The redesign and expansion of EECS to include multiple certifications that support government programs and the growth of Australia's energy management sector;
- Engagement with government, education bodies and other key stakeholders on building the capacity and capability of Australia's energy management workforce; and
- Other ad hoc tasks as required.

Where appropriate, the Council engages external consultants with particular subject expertise the development of new training programs and other sector development efforts. However, the Council's Manager, Training and Professional Development has primary responsibility for delivering sector development projects on behalf of the Council.

The Manager, Training and Professional Development will be highly motivated, with a track record of demonstrating initiative, acting autonomously, and having a keen attention to detail. The Manager, Training and Professional Development will have excellent interpersonal, analytical, and oral and written communication skills, and a minimum of three (3) years' experience in either training development, professional certification or energy management policy and programs.

## KEY DUTIES

This role requires significant engagement with formal and informal partners, and working in conjunction with them to deliver sector development projects. Key duties include:

- **Development of new training and certifications**, including recruitment of external consultants, management of relevant government and industry stakeholder relations, and the preparation of reports to the Senior Manager, Partnerships and Engagement, CEO, Board and others as required;
- **Identifying and initiating sector development projects** that align with the Council's objectives, including identification of potential funders and the preparation of project concepts, proposals and grant applications;
- **Management of the Energy Efficiency Certification Scheme (EECS)**, including its administration, budgets, timelines, communications, marketing and promotion, with support from relevant staff;
- **Ensuring the effective delivery** of all Council sector development projects against scope, time, cost and quality;
- **Supporting the achievement of the sector development budget** to deliver the expected net contribution, in consultation with the General Manager, who will lead on the delivery of existing training programs;

- **Stakeholder engagement and management**, including administering meetings; and
- **Leveraging sector development work for maximum impact** through strategic communications and engagement, with the support of the Senior Manager, Partnerships and Engagement and the Manager, Events and Communications.

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:	Senior Manager, Partnerships and Engagement
Internal relationships:	General Manager Chief Executive Officer Manager, Events and Communications Other Council staff
External relationships:	Certified professionals Sector development project funders, partners and stakeholders Council members, partners and stakeholders Sector and professional development partners and stakeholders

## Key Selection Criteria

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### SKILLS, EXPERIENCE AND BEHAVIOURAL COMPETENCIES

#### *Essential skills and experience*

- At least three years of experience – in one or more the following:
  - Training development;
  - Professional certification;
  - Energy management policy and programs;
- Significant project management and planning experience including the ability to juggle different projects/priorities in a busy environment;
- Highly motivated self-starter able to work with minimal supervision and direction;
- Excellent written, verbal and numerical communication skills, with sound copywriting and editing skills, a commitment to quality, and the capacity to effectively present in public;
- Excellent interpersonal skills, with the ability to build relationships with key stakeholders from a diverse range of organisations and with participants at all levels of the Australian energy/sustainability industry and government; and

#### *Education*

- Completed a tertiary qualification in training, professional development, business development, energy and/or environmental studies preferred.

#### *Preferred experience*

- Good understanding of finances and budgets;
- Demonstrated people management skills;
- Experience in the recruitment and management of contractors;
- 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;
- Experience in consultation, stakeholder engagement and advocacy; and
- Experience in the energy or climate sector, or demonstrated capability to rapidly develop new knowledge and expertise.

#### *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; and
- Completed a post-graduate qualification in a relevant field, or demonstrated equivalent professional experience.

#### *Personal attributes*

The interview process will also assess the following behavioural competencies. However, these do not need to be specifically addressed in the application:

- Well-presented and able to liaise with senior executives and external stakeholders;
- Ability to multi-task, to work on own initiative and to manage workload independently;
- Extremely well organised;
- Self-motivated and results driven, with integrity; and
- Adaptable and flexible in outlook.

## **KEY EMPLOYMENT CONDITIONS**

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

- Office based position in the Melbourne CBD (currently working remotely under COVID-19 conditions);
- Five days per week (1.0FTE);
- \$80,000 - \$90,000 per annum (including superannuation) for 1.0FTE (pro-rated for contracted fixed-term);
- Some out-of-hours work may be required; and
- Some interstate travel may be required.

Preference is for a Melbourne or Sydney-based candidate, however other Australian based candidates will be considered.

## Key Accountabilities

Accountability	Measurables / KPI
<p><b>New training and certification development</b></p> <p><i>Leading, with support from the Senior Manager, Partnerships and Engagement and Chief Executive Officer</i></p> <ul style="list-style-type: none"> <li>Identify opportunities for new training, professional development and certification programs, working with the Senior Manager, Partnerships and Engagement to evaluate any new opportunities for suitability for inclusion in the sector development project pipeline.</li> <li>Lead on the development of new training, professional development and certification programs, including project management, administrative tasks, customer service, budget coordination and communications.</li> <li>Support the implementation of new programs.</li> </ul>	<ul style="list-style-type: none"> <li>Identification of new sector development opportunities.</li> <li>Sector development projects developed, executed and delivered to the standard defined by project proposals and contracts, including against agreed scope, time, cost and quality;</li> <li>Conversion of sector development projects from the pipeline into contracted projects within agreed timelines;</li> <li>Strong relationships with external stakeholders, including project funders; and</li> <li>Achievement against net contribution target.</li> </ul>
<p><b>Energy Efficiency Certification Scheme (EECS) management</b></p> <p><i>Leading, with support from the Administration Officer</i></p> <ul style="list-style-type: none"> <li>Manage and administer the EECS in a way that adheres with the EECS Rules and EEC Policy Commitments.</li> <li>Manage EECS and associated activities, events and timelines.</li> <li>Schedule assessments and prepare documents for the Assessment Panel.</li> <li>Manage the annual renewal process.</li> <li>Schedule meetings and prepare documents, including Minutes, for the Steering Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Adherence to EECS Rules and compliance with EEC Policy Commitments.</li> <li>Effective coordination of EECS activities, events and timelines with minimal negative feedback.</li> <li>Timely and accurate maintenance of EECS documentation and records.</li> <li>Timely coordination of and document preparation for the Assessment Panel.</li> <li>Timely coordination of and document preparation for the Steering Committee.</li> </ul>
<p><b>Existing training and certification support</b></p> <p><i>Supporting the General Manager</i></p> <ul style="list-style-type: none"> <li>Support the development of the Training and Professional Development Calendar on a rolling schedule.</li> <li>Support relationships with trainers, partner organisations, members and clients.</li> <li>Maintain, and develop where required, internal and external documents including guidelines and manuals.</li> <li>Respond to enquiries from internal and external parties.</li> </ul>	<ul style="list-style-type: none"> <li>Proactive approach to supporting Council training, professional development and certification programs.</li> <li>Timely and effective program communications.</li> <li>Up to date internal and external documents.</li> </ul>

<p><b>Administration</b> <i>Supporting the organisation as a whole</i></p> <ul style="list-style-type: none"> <li>• Ensure the Sector Development division's administration is well maintained and up to date through a logical and cohesive central Dropbox structure to ensure other Council staff can readily access contracts, reports, etc.</li> <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>• Maintain a well-administered Sector Development division Dropbox system.</li> <li>• Ensure records of engagement activities are maintained against members and partners in the CRM system and are accurate and up to date.</li> <li>• Identification of more efficient, effective and profitable ways to deliver programs.</li> <li>• Effective time management.</li> </ul>
<p><b>Reporting and budgets</b> <i>Supporting the General Manager</i></p> <ul style="list-style-type: none"> <li>• Report on program status as required.</li> <li>• Operate according to the guidelines of the Finance Policy.</li> <li>• Assist with the development of the Sector Development division annual budget.</li> <li>• Support the achievement of the annual budget to deliver the budgeted net contribution.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and accurate report generation.</li> <li>• Demonstrate adherence to Finance Policy guidelines.</li> <li>• Achieve budget revenue growth goals within the decision-making authority of the role.</li> <li>• Achieve budget net contribution goals within the decision-making authority of the role.</li> </ul>
<p><b>Undertake tasks in support of other Council activities including partnerships and engagement</b> <i>Supporting the Senior Manager, Partnerships and Engagement</i></p> <ul style="list-style-type: none"> <li>• Maximise member, partner and stakeholder engagement.</li> <li>• Maintain complex relations with diverse stakeholders, including members, formal and informal partners, governments and other non-profit organisations.</li> <li>• Represent the Council in meetings and at events with these stakeholders.</li> <li>• Contribute to the execution of Council's engagement strategy including developing content for newsletters, website, Twitter and relevant platforms.</li> <li>• Contribute to the delivery of Council events including stakeholder forums and the annual National Energy Efficiency Conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain strategic relationships with key funding and other partners.</li> <li>• Support the delivery of project campaigns.</li> <li>• Support the delivery of the Council's engagement strategy and activities.</li> </ul>
<p><b>Health and safety</b> <i>Supporting the organisation as a whole</i></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.</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>