



POSITION DESCRIPTION

Business Energy Officer (X 2 roles)

Come and work with a leading organisation working on regional climate change projects, advocacy and knowledge sharing in central and north west Victoria. The Central Victorian Greenhouse Alliance (CVGA) is seeking two Business Energy Officers to accelerate the uptake of energy efficient technologies in small businesses across the CVGA region.

Reporting: CVGA Executive Officer and CVGA Program Manager

Salary: Full time equivalent \$70,000-79,000 (\$36-41 per hour) pro rata at 0.8FTE plus super, workcover and leave entitlements.

Hours worked: Part time 30 hours per week (Preference for 0.8 full time equivalent, negotiable)

Based: Castlemaine office optional or else working from home arrangements

Commencement: Late July 2021

Term: 1 year contract

Position Objectives

Two Business Energy Officers will be employed through the CVGA to deliver an energy efficiency business engagement program. The CVGA is acting as an intermediary organisation to help Sustainability Victoria deliver Victorian Energy Upgrades (VEU) activities. These activities will help small businesses access rebates and upgrade a range of technologies such as refrigerators, hot water systems, and water efficient spray valves. The 2 officers employed through the CVGA will undertake on-the-ground targeted engagement with eligible small businesses to encourage involvement in the [Small Business Energy Saver Program](#). This engagement will run from August 2021 until June 2022. Between the two officers, at least 500 businesses need to be engaged across the region throughout the term, with the goal of at least 20% taking up the incentives.

The project will drive the uptake of energy efficiency opportunities, whilst building relationships and an ongoing dialogue with businesses to capture other sustainability opportunities over time. Whilst the position can be based at the offices of the CVGA in Castlemaine, the role will require a majority of time to be spent off-site and/or working remotely.

The CVGA is a formal collaboration of thirteen councils in central and north west Victoria, working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation to the impacts of climate change. The Alliance implements joint initiatives that provide economies of scale and enable projects typically beyond the reach of individual councils. CVGA's project work is complimented by targeted advocacy, capacity building, information sharing and regional partnerships.

Key responsibilities:

- Develop and keep up to date a project plan including communications and engagement
- Work with participating Council sustainability and/or economic development teams, to facilitate business engagement approaches, promotion and build capacity to effectively communicate energy efficiency opportunities



- Undertake a range of engagements with businesses to meet target of 500 businesses, including the facilitation of information sessions, webinars, and other events as needed
- Monthly progress and four monthly milestone reporting to Sustainability Victoria
- Manage project timelines, budget and administrative requirements
- Manage and respond to changing COVID-safe protocols and restrictions
- Implement program communication materials (e.g. FAQs and Factsheets) to ensure the efficient delivery of the project and provide regular updates to existing participants and partners.
- Communicate effectively with businesses via phone, email and in person and support installations by providing advice on government incentives and other options.
- Track progress of installations and communicate with installation suppliers and contractors.
- Work with other members of the CVGA team to identify synergies between CVGA programs such as existing solar bulk buys
- Seek out opportunities to improve the delivery of the program and strengthen existing relationships by liaising with relevant stakeholders to troubleshoot participant issues.

In order to apply for this role, please provide a resume' along with a separate document addressing each of the Key Selection Criteria below with examples of previous work and experience.

Key Selection Criteria; Business Energy Officer

- **Qualifications** in Engineering, Environmental Science/Management, Business Management or other relevant (similar) qualification.
- Experience in business and face to face **engagement** or similar community engagement experience
- Demonstrated **project management** skills with the ability to develop, coordinate, deliver and manage projects to achieve outcomes within set timelines.
- Demonstrated experience in **managing budgets** and project finances
- Experience and knowledge of **energy efficiency** and sustainability ideally as it relates to businesses. (Familiarity with energy efficiency and sustainability opportunities desirable)
- Highly developed level of **written and oral communication** skills
- Proficient knowledge and experience with Office 365: Word, Excel, PowerPoint, and Outlook.

Note this role will require large amounts of travel in the region, and at times may require the use of your own vehicle when a CVGA vehicle is not available. Applicants should hold a Victorian Drivers license. If this is an issue, applicants are still encouraged to apply and CVGA will work to accommodate any constraints.

Please provide a covering letter, resume' and address the Key Selection Criteria to David Gormley O'Brien at david@cvga.org.au

Applications close 10am July 19th 2021