

Project Manager – Climate Program

Position Description

July 2021



Prepared for

N/A

Version	Author	Date	Description of changes
V1a	Ironbark Sustainability	22/7/2021	Final for distribution

Prepared by

Ironbark Sustainability

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About Ironbark Sustainability

Ironbark Sustainability is a specialist consultancy that works with government and business 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 a wealth of technical and financial analysis, maintenance and implementation experience in the areas of building energy and water efficiency, public lighting and data management. We pride ourselves on supporting our clients to achieve real action regarding the sustainable management of their operations.

Our Mission

The Ironbark mission is to achieve real action on sustainability for councils and their communities.



Ironbark are a certified B Corporation. We have been independently assessed as meeting the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose.

Welcome

Ironbark Sustainability is hiring!

We're looking for a **Project Manager** to join our growing Climate Team. We're seeking someone who is passionate, working in the field of climate change and wants to use their experience and expertise to make a difference. The Project Manager will be 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, climate emergency action planning and strategy development**.

The Project Manager will work with our team of 16 in the Climate Program and 35 organisation-wide. We're seeking someone who is personable and will work well in a leading team of climate specialists and local government professionals who have one key aim: to help councils and their communities achieve real action on climate change.

The Project Manager will be located in either Hobart or Melbourne (Collingwood), with flexible working arrangements available.

Sound like you or someone you know?

How to Apply

Firstly, have a good read of the information below. If this sounds like a good fit for you, then please provide your CV and a 3-page document (max) responding to the "Key Duties" as per the Position Description below. Make sure you refer to your experience when responding.

You can email your application or any questions to admin@realaction.com.au. You can also submit your application via Ethical Jobs (<https://www.ethicaljobs.com.au/jobs?employer=Ironbark+Sustainability>). Make sure you get the application in by **COB Monday 9th August 2021**.

About You!

If this sounds like you, then we would love to hear from you:

- You are passionate about taking real action on climate change.
- You've got at least 2 years' experience working in the field of climate change, project management, finance, strategy or sustainability
- You've got experience in managing projects, including experience in:
 - Managing project finances and staying within budget
 - Delighting clients, managing expectations and working with other stakeholders
 - Facilitating meetings and workshops
 - Managing teams to deliver project outputs in a timely fashion and to a high quality
 - Ensuring risks and issues are appropriately mitigated and reported
- You're an expert at developing accurate and timely reports. This could include project reports, proposals, strategies or presentations.

- You understand business cases, financial models and/or carbon accounting – for example to look at the return on investment of energy efficiency or other projects, understanding the assumptions and inputs within tools.
- You're great at working with a wide range of stakeholders and are ready to work with councils, other levels of government, partner organisations, community groups and private entities.

What Else About You?

Here's a little more:

- Ideally, you've got a degree in sustainability, social science, planning, business management, economics, finance, environmental management or a relevant field, but it's not essential if you fit the key areas above!
- You've got an understanding of how councils, organisations, businesses or state governments go about developing greenhouse gas reduction strategies or climate action planning.
- You understand how to communicate well, and how language can be adjusted to fit different purposes and audiences.
- You understand and are interested in the basic tenets of climate science and emissions reduction opportunities.
- You are great at interpreting and communicating data and complex ideas to clients (predominantly councils).
- You understand that tackling the climate crisis requires an evidence-based response to climate action planning and can explain what this means for councils and their communities.
- If you know a bit about local government operational frameworks and processes that's great, but if not, we'd still like to talk to you.

What Will You do When You Join Our Team?

Firstly, you'll be welcomed into the fold and we'll bring you up to speed with the kind of work we do! Ideally, you'll have already undertaken some research to understand how we deliver real action on climate and work with local government and climate stakeholders throughout Australia.

- You're going to work with our Project Managers and the Development Team to deliver projects for Australian councils.
- You will lead and manage project teams with the view to achieving a great outcome for clients as well as contributing to the training, development and supervision of junior staff.
- You'll talk to people – you're going to be liaising with our wonderful council clients, Ironbark teammates and broader climate stakeholders about best-practice climate action planning and how to turn data and evidence into action.
- You'll be writing reports, proposals and action plans – taking the data, models and evidence and developing high-quality and well-written documents.
- You'll be managing the development of climate strategies and climate action plans for councils – from inception to end, tracking all key time, cost and quality indicators.

Your New Team

Here's who you'll be working with in the Climate Team.



Hannah Snape
Program Lead - Climate



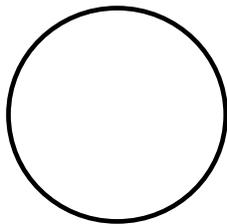
Matt Sullivan-Kilgour
Head of Data Analytics



Paul Brown *Managing Director*



Alexi Lynch
Business Manager



Natalie Isaac
Project Manager



Rachel Armstead
Project Officer



Richard Ryall
Technical Support Officer



Jenny Friedan
Project Officer



Ankit Kamra
Project Manager



Lucy Carew-Reid
Project Manager



John Hutchinson
Project Manager



Sue Oliver
System/Operations and Project Officer



Sandra Mack
Project Manager



Evan Davies
Project Manager



Hannah Preece
Project Support Officer



Roman Aizengendler
Project Support Officer

The Nuts and Bolts

Here's a little more and what your PD would look like.

Position Title:	Project Manager – Climate Program
Name of Employee:	TBC
Hours:	Permanent 0.8 FTE-1.0 FTE
Salary:	Band 6 (\$86,054 - \$93,542 pro rata)
Starting Date:	September 2021
Staff Developer:	TBC

Staffing Responsibilities	The Project Manager – Climate Program will work together with members of Ironbark's Climate Program. The Project Manager will be required to allocate work to other team members and support the training, development and supervision of 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	<p>Key Duty 1</p> <ul style="list-style-type: none"> • Manage projects under Ironbark's Climate Program using Ironbark processes and resources, from proposal development through to completion and follow-up

	<p>Measure</p> <ul style="list-style-type: none"> • Projects are delivered within budget, within agreed timeframes and to meet Ironbark’s expectations on quality • Projects have clear internal and external roles and responsibilities • Ironbark’s systems are used maintained appropriately, including TeamGantt, Suite CRM, G-Suite and others as required • Risks and issues are managed and reported in compliance with Ironbark’s processes • Project teams are coordinated and team members are supported to deliver high quality outputs within project timeframes <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
<p>Qualifications and Knowledge</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Degree in sustainability, social science, planning, business management, economics, finance, 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 • 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, Global Protocol for Community-scale Greenhouse Gas Emissions Inventories (GPC), CDP, ICLEI Oceania, Cities Power Partnership (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
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