



Title	→	Position Description – Manager – Solar and Businesses
Date	→	June 2022

## Manager – Solar & Businesses, Position Description

**Title:** Manager – Solar & Businesses

**Reports to:** COO / CEO

**Remuneration:** \$83-86,000 (pro rata) plus 10.5% superannuation

**Tenure:** 1.0 FTE, 12-month contract

## Organisational context

The Yarra Energy Foundation (YEF) is an independent, not-for-profit organisation with a huge ambition — to achieve a zero-carbon future in the City of Yarra and beyond. We exist to work with residents and businesses to design and deliver programs that make a real difference.

Through our expertise, channels, and partnerships we:

1. **Demonstrate pathways** to a zero-carbon and equitable society for all.
2. **Influence and inspire** residents, businesses, and community groups to acquire understanding, invest within their means and take action where possible.
3. **Deliver practical programs** with solutions that have a positive impact in reducing energy costs, fossil fuel consumption and associated emissions while improving comfort levels, energy productivity and renewable energy uptake.

As we accelerate our actions with ever more ambitious goals, we need a passionate new team member that can help us achieve a step change in our impact in reducing carbon emissions, in the City of Yarra and beyond.

## Project context

The person in this role will split their time across two main projects.



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The primary project is *Electrifying Businesses* in Yarra. The aim is to support medium to large commercial entities to install large scale solar, reduce energy use, and electrify operations away from gas.

The secondary project is managing YEF's *solar & all-electric* programs. The aim is to connect residents and small businesses with vetted and accredited service providers to make it easy for them to make decisions about installing solar or transitioning off gas. You would work closely with local council staff and service providers to deliver a high-quality customer experience.

## About you

You are a passionate changemaker interested about decarbonising the electricity system and have experience and applied knowledge coordinating renewable energy related projects. You take a highly proactive approach to gathering information, outreach, asking critical questions and building collaborative stakeholder relationships.

You have demonstrated skills across project delivery and stakeholder management, preferably with some experience working/volunteering in and with not-for-profit, sustainability, and/or local government ecosystems.

You work well in a small and close-knit team that operates in an increasingly flexible working culture. Staff are expected to demonstrate a high level of autonomy and agency to their roles, contributing to and benefiting from a friendly, and supportive environment.

## Objectives of this role

1. Help Yarra businesses identify and assess the most cost-effective opportunities to reduce emissions and operating costs.
2. Work with local councils, communities and service providers to make it easy for them install rooftop solar and electric appliances.



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## Tasks and responsibilities

Electrifying Businesses project (~3-4 days/week)

1. Develop a project 12-month project plan and a business recruitment plan
2. Identify potential large emissions businesses and high-level potential solutions
3. Recruit at least 10 businesses and/or property landlords to participate
4. Complete 8-10 site assessments looking at opportunities for solar and energy efficiency upgrades
5. Work with 2-5 businesses to implement actions by 30 June 2023, assisting them with making decisions on quotes and managing suppliers
6. Deliver a final project report to Yarra Council, including a summary of lessons learned, how solutions could be scaled, with recommendations for future opportunities

Solar & all-electric projects (1-2 days/week)

1. Design and deliver solar & all-electric programs for local councils, building on YEF's existing model and relationships with service providers
2. Improve processes for connecting customers with service providers that deliver an efficient, high-quality customer experience
3. Report data to local councils, including impact on emissions reductions
4. Manage customer enquiries in partnership with service providers

## Organisational relationships

<b>Internal</b>	YEF management and employees
<b>External</b>	City of Yarra, small, medium and large businesses, solar and electric appliance providers, residents, small businesses, local councils

## Qualifications

- Relevant tertiary qualification and/or experience in related field, e.g., residential and/or commercial solar, electrical engineering, energy auditing



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## Key Selection Criteria

1. A clear passion for renewable energy and sustainability demonstrated by prior and/or current engagements.
2. Demonstrated proactive leadership style, effective stakeholder engagement, clear writing style, decision-making, and reflective skills.
3. Technical/practical knowledge of solar products, renewable energy systems, relevant government subsidies, and electric appliances such as hot water heat pumps, induction cooktops, and split systems.
4. Demonstrated autonomy and ability to deliver consistent high-quality customer/client service within project timeframes.
5. Demonstrated alignment with YEF's mission and values of trust, creativity, leadership and collaboration (see YEF's [Strategic Plan on a Page](#)).

## Highly Desirable

- Familiarity working with local government stakeholders, solar and electric appliance service providers
- Experience working in a small, not-for-profit ecosystem
- A deep understanding of medium to large businesses and managing relationships with senior business stakeholders

## Other

- N/A

## How to apply

Please email your CV and cover letter to [tim.shue@yef.org.au](mailto:tim.shue@yef.org.au)