

Position Description

POSITION:	Head of Policy
LOCATION:	Melbourne CBD (Preferred), Sydney or Canberra remote working considered.
EMPLOYMENT:	Ongoing full-time
FTE:	0.8 - 1.0FTE (30.4 - 38 hours per week)
REPORTING TO:	Chief Executive Officer
CURRENT:	December 2022

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, our energy system more affordable, and facilitates and accelerates our transition to a net zero economy.

JOB PURPOSE

The Energy Efficiency Council is a respected, influential voice in the energy sector, advocating for effective policies that encourage and value demand-side participation in the energy system, reduce emissions at least cost, and contribute to a range of positive outcomes for people and businesses. The Council has built a strong foundation of evidence and awareness of the opportunity for energy efficiency and energy management to accelerate the transition to net zero emissions, and the Council is seeking a leader to consolidate and elevate its policy, advocacy and research activities.

The Council's Head of Policy will be broadly responsible for shaping and delivering the Council's policy and advocacy strategy, as well as overseeing delivery of policy-relevant research projects and leading project delivery as required. The ideal candidate will build a strategic policy practice that will:

- Deliver thought leadership to energy policy;
- Develop and enhance the evidence base for energy efficiency and management throughout the economy;
- Effectively represent the interests and views of the Council's members; and
- Strengthen and broaden the Council's partnerships with like-minded organisations.

Working closely with the Council's expert team of staff and advisors, you will work with governments at the local, state and federal level, key industry and professional associations, and non-governmental organisations, particularly our NGO Partners, on a range of policy, advocacy and research activities.

The Head of Policy will pursue the Council's goals through a range of avenues, including:

- Policy research, development and writing submissions;
- Advocacy, stakeholder engagement and public speaking;
- Government relations and network development;
- Research and analysis of policy and technology opportunities related to energy;
- Providing policy support across the Council's other activities, including engagement and sector development; and
- Management and expansion of the EEC's policy capacity and capability, including development of junior staff.

The Council is a unique organisation, blending the best elements of an industry association, think tank and non-government organisation. The Head of Policy will foster and safeguard the Council's reputation amongst its members, governments and other stakeholders, and continue to build the professionalism and credibility of the organisation's policy, advocacy and research activities.

THE IDEAL CANDIDATE

The Head of Policy will be highly motivated, with a track record of demonstrating initiative, acting autonomously, and have a keen attention to detail. The ideal candidate will have excellent interpersonal, analytical, and oral and written communication skills, and a minimum of five (5) years' experience in policy and/or project delivery in the energy, sustainability or equivalent industry. A track record in delivering outcomes through policy and advocacy activities is essential. Experience in energy policy is highly desirable.

The ideal candidate will be able to demonstrate the ability to:

- Shape, deliver and manage policy and advocacy activities in a relevant domain;
- Build and manage relationships with a wide range of stakeholders;
- Conceive, manage and deliver policy-relevant research projects within time and budgetary expectations;
- Communicate complex policy ideas with influence, and build strategic partnerships and alliances;
- Manage and develop a small team of staff members; and
- Contribute to organisational leadership and development, and foster a positive and satisfying workplace culture.

KEY DUTIES

Key duties include:

- **Management of the Policy Division**, including direct reports, recruitment and management of staff and external consultants where necessary, management of the policy workflow and reporting to the CEO, Board and others as required;
- **Development and delivery of the policy and advocacy work plan**, including proactive and reactive policy work, development and preparation of advocacy campaigns, submission, releases, briefings and materials, and coordination of advocacy activities with the CEO and Head of Engagement;
- **Stewardship and development of key relationships** with government stakeholders, including public servants, Ministerial offices and advisors, across federal and state jurisdictions;
- **Engaging with, and delivering value to, EEC members** through policy and advocacy work, as well as providing relevant policy information and advice to members to improve their businesses;
- **Identification, development and delivery of policy-relevant projects**, working with the CEO and the Head of Projects, that align with the Council's objectives, including identification of potential funders and the preparation of project concepts, proposals and grant applications, as well as managing the effective delivery of projects against scope, time, cost, and quality considerations;
- **Building the evidence base for energy efficiency and energy management**, in coordination with the Head of Market Transformation, through bespoke research and analysis;
- **Contributing to the development and execution of the Council's external events**, through helping to conceive events, develop program content, and contributing to the strategic direction for the Council's external engagement program;
- **Building and developing relationships with stakeholders and partners**, including other NGOs and industry groups, academic and education stakeholders, policy partners, professional bodies and other champions of energy efficiency and management;
- **Public positioning and profile raising**, in collaboration with the CEO and Head of Engagement, to extend the reach of the Council's advocacy; and
- **Development and expansion** of the Council's policy capacity and capability, including through formal and informal professional development of policy team members.

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

Reports to:	Chief Executive Officer
Direct reports:	Senior Advisor, Policy and Projects Buildings Policy Advisor
Internal relationships:	Head of Operations Head of Market Transformation Head of Projects Head of Engagement Other Council staff The Council's Board
External relationships:	Government stakeholders, ministerial offices and advisors Policy partners and stakeholders Council members, partners and stakeholders Event sponsors, partners and stakeholders

Key selection criteria

SKILLS, EXPERIENCE AND BEHAVIOURAL COMPETENCIES

Essential skills and experience

- Significant policy and advocacy experience including:
 - A demonstrated track record of delivering policy outcomes;
 - Demonstrated experience and judgement in policy and advocacy;
 - Demonstrated performance in developing strategic networks;
 - Confident engagement with a wide range of stakeholders, including government stakeholders; and
 - Experience in delivering policy-relevant research and analysis.
- Highly motivated self-starter able to work with minimal supervision and direction;
- Demonstrated team performance management skills;
- Experience in the recruitment and management of contractors;
- 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 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;
- 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;
- A minimum of five (5) years' experience in policy and/or project delivery in the energy, sustainability or equivalent industry; and
- Experience in policy consultation, stakeholder engagement and advocacy.

Desirable experience

- Expertise in energy or climate policy;
- Professional experience in an industry, consumer or environmental non-profit organisation;
- Professional experience in state or federal government;
- Pre-existing networks and contacts relevant to the work of the Council; and
- Completed a post-graduate qualification in a relevant field, or demonstrated equivalent professional experience.

Personal attributes

- Organised, self-motivated and results driven, with integrity;
- Adaptable and flexible in outlook;
- Well-presented and able to liaise with senior executives and external stakeholders;
- Ability to maintain a high level of attention to detail while multi-tasking; and
- Ability to work on own initiative, and to manage workload independently.

KEY EMPLOYMENT CONDITIONS

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

- 0.8 - 1.0FTE – between 30.4 (0.8FTE) and 38 (1.0FTE) hours per week;
- \$135,000-150,000 per annum including superannuation (at 1.0FTE; pro-rated for 0.8 FTE);
- Some out-of-hours work and interstate travel required;
- Preference for a Melbourne-based candidate, however applications from candidates in Sydney and Canberra will be considered; and
- Flexible work arrangements, with staff undertaking a mixture of in-office and remote working.