

Project Manager – Climate Program

Position Description

April 2022



Prepared for

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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.

The One Page Summary

Project Manager – Climate Program

Ironbark Sustainability

Melbourne (Collingwood) or Hobart or Sydney

\$87,000-96,000 + Super

Climate Change – Project Manager

- Project Manager supporting local governments to lower their emissions
- Friendly, relaxed and passionate work culture
- Flexible environment that will work with you to bring out your best whilst supporting your work/life balance

Partner with local governments to create greenhouse gas emissions reduction action plans, climate adaptation strategies, renewable energy and solar feasibility studies and building energy efficiency audits. Leader of small teams to deliver tangible projects to make a difference.



The Company

Well established Australian sustainability consulting company. Specialises in supporting local governments to reduce greenhouse gas emissions. Has delivered projects to reduce emissions by 4 million tonnes (so far!). Partner of choice for Google, Beyond Zero Emissions and the Global Covenant of Mayors. Growing company with strong ethical compass and flexible work environment. Offices in Melbourne, Hobart and Sydney.

The Role

The Project Manager will report to the Consulting Unit Leader in our Climate Program and will:

- Lead projects such as emissions reduction action plans, adaptation action plans and strategies, renewable energy and solar feasibility studies and building energy efficiency audits
- Work within our team of 15 in the Climate Program and 35 organisation-wide
- Support the Consulting Unit Leader in unit strategy, team leadership and delighting customers

Skills & Experience

- Proven experience in climate change, project management or sustainability
- Track record of managing projects and small teams
- You have good data analysis skills, understand and use energy and business case calculations

What's on Offer

- Fantastic role in one of Australia's leading climate change consultancies
- Growth and leadership opportunities within a highly respected team with a proven track record of driving real action to reduce the impacts of climate change
- Outstanding team culture and flexible work environment

The Detail - 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 development and delivery of **emissions reduction action plans, adaptation action plans and strategies, renewable energy and solar feasibility studies and building energy efficiency audits.**

The Project Manager will work within our team of 15 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 ideally be located in either Melbourne (Collingwood), Sydney or Hobart but remote or flexible working arrangements will be considered.

Sound like you or someone you know?

How to Apply

This is a rolling recruitment process. We are looking for the right person for the job and will keep the position open until we have found them. There is no application due date. Applications will be assessed as they are received so if you think this position is right for you get your application in us as soon as possible.

However, before that, have a good read of the information below. If this sounds like you, then please email 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.

Email your application or any questions to jobs@realaction.com.au.

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 3 years' experience working in the field of climate change, project management, 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 have good data analysis skills and are comfortable working with large data sets.
- You understand energy efficiency and renewable energy calculations, business cases, financial models and/or carbon accounting. You are familiar with relevant modelling tools (such as excel) and can use and build relevant calculations to identify project costs and savings.
- 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.

Desirable

- You are a qualified Engineer, with experience leading renewable energy, ESD or building energy efficiency projects.
- You have experience line managing staff or managing project teams.

What Else About You?

Here's a little more:

- Ideally, you've got a degree in engineering, sustainability, environmental management or a relevant field, but it's not essential if you have the work experience and 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 and actions 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/or adaptation planning approaches.
- You know a lot about emissions reduction opportunities.
- You are great at interpreting and communicating data and complex ideas to clients (predominantly councils).
- 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 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 will be helping to use and adjust tools to calculate costs and savings from energy efficiency and renewable energy projects.
- 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.



Paul Brown
Climate Program Manager



Natalie Isaac
*Unit Leader – Innovations
(Mgt & Resourcing)*



Matt Sullivan-Kilgour
*Unit Leader – Innovations
(Strategy & Technical)*



Alexi Lynch
*Marketing, Key
Relationships and Sales*



Evan Davies
Unit Leader - Corporate



Lucy Carew-Reid
Project Manager



Hannah Preece
Project Manager



Sophie Beard
Project Manager



Ankit Kamra
Project Manager



Richard Ryall
Technical Support Officer



John Hutchinson
Project Manager



Sue Oliver
Project Officer



Jenny Friedan
Project Officer



Rachel Armstead
Project 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 (\$87,948 – \$95,600)
Starting Date:	TBC
Staff Manager:	Consulting Unit Leader

Staffing Responsibilities	The Project Manager – Climate Program will be required to manage project teams for the successful delivery of client facing projects and outcomes. This will include delegating tasks to staff within the project team and managing the timely delivery and quality of tasks. The Project Manager will also be required to 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 feasibility studies, 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;

	<ul style="list-style-type: none"> • Follow OHS procedures; and • Contribute to raising and addressing risks.
<p>Key Duties</p>	<p>Key Duty 1</p> <ul style="list-style-type: none"> • Manage client facing 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"> • Manage project teams for the successful delivery of projects, including providing support and opportunities for project officers and project support officers to develop their skills, competencies and experience. <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>Key Duty 3</p> <ul style="list-style-type: none"> • Lead analysis of Council data (e.g. emissions, energy and fuel data) to inform development of emissions reduction action plans, renewable energy and/or building energy efficiency projects. <p>Measure</p> <ul style="list-style-type: none"> • Data analysis outcomes for projects are delivered to a high quality in a timely manner • Supporting information is clear and readily available, including methodologies, references and assumptions • Quality assurance processes are established for the use of data and tools in Climate Team projects and reports. <p>Key Duty 4</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

	<ul style="list-style-type: none"> Facilitate workshops, webinars and other collaborative approaches to develop and maintain close engagement with stakeholders and partners <p>Key Duty 5</p> <ul style="list-style-type: none"> Support the development of Climate Program strategic initiatives and plans, to help grow the business and deliver better products and services for our Corporate clients. <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>Qualifications and Knowledge</p>	<p>Qualifications</p> <ul style="list-style-type: none"> Degree in engineering, sustainability, social science, planning, business management, economics, environmental management or a relevant field <p>Specialist Knowledge</p> <ul style="list-style-type: none"> You’ve got an understanding of how councils, organisations, businesses or state governments go about developing greenhouse gas reduction strategies and actions or climate action planning. You understand and are interested in the basic tenets of climate science and/or adaptation planning approaches. You know a lot about emissions reduction opportunities. You are great at interpreting and communicating data and complex ideas to clients (predominantly councils).
<p>Skills and Experience</p>	<p>Project Management</p> <ul style="list-style-type: none"> Minimum 3 years’ demonstrated experience in project management including experience in budgeting and stakeholder management 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><i>Highly Desirable</i></p> <ul style="list-style-type: none"> Experience working with the local government/government sector Experience managing renewable energy, ESD or building energy efficiency projects. <p>Communication</p> <ul style="list-style-type: none"> Highly developed communication and interpersonal skills including presentations, workshop facilitation and other group communications

	<ul style="list-style-type: none"> • 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 <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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