

Position Description: Environment and Climate Change Manager

About us

Roles at the [UN Global Compact Network Australia](#) are a unique opportunity to be part of a global movement to accelerate and scale the collective impact of businesses. We work alongside over 230 signatories of the [United Nations \(UN\) Global Compact](#), including private and listed companies and small to medium enterprises, to uphold the Ten Principles and deliver the UN Sustainable Development Goals.

About the role

Reporting to the Executive Director and working closely with the Workstream Chair, the Environment and Climate Change Manager is primarily responsible for designing and implementing the environment and climate change programming aligned to the UN Global Compact Network Australia's and the UN Global Compact's strategy. This includes working closely with the Communications Manager and the Programmes Team to deliver the portfolio of events and relevant activities.

The preference is for the role to be full-time, although we encourage those wanting to work part-time to apply.

Core responsibilities will include, but are not limited to:

- Strategic planning, management, coordination and delivery of the environment and climate change programming, including developing content on biodiversity for business and management of the Climate Ambition Accelerator Programme.
- Provide timely insights on public policy trends and manage the delivery of environment and climate change-related government-related submissions.
- Oversee research and write publications that position the UN Global Compact Network Australia as a well-regarded commentator and trusted adviser on environment and climate change-related practices.
- Work collaboratively with the Global Compact Office (the UN Global Compact's headquarters) to evaluate the alignment of global programming to our portfolio of activities and implement, where appropriate, Accelerator initiatives on governance and sustainability (i.e., participation in the UNFCCC's Conference of Parties and UN Climate Week).
- Manage the budget for the environment and climate change workstream.
- Liaise with key Australian and global stakeholders, including the Department of Climate Change, Energy, the Environment and Water, Department of Foreign Affairs and Trade (DFAT), UN Global Compact, Science Based Target initiative, GRI, World Resources Institute, WWF Australia and participating universities, to promote our environment and climate change workstream activities and to investigate opportunities for collaboration.
- Work broadly with the Programmes Team to find points of synergy across respective workstreams, including broadening our work on the intersection of human rights and climate change and the just transition.
- Build a strong relationship with the Stakeholder Engagement Manager to identify workstream-related risks and opportunities that are likely to inform and/or impact the delivery of the workstreams.
- Identify opportunities to diversify the UN Global Compact Network Australia's income streams, including providing direction to the Programmes Coordinator to assist with grant submissions and working with the Stakeholder Engagement Manager to shortlist potential business sponsors.
- Work alongside the Communications Manager to develop appropriate online content of our programmes including events and publications.
- Liaise with the Programmes Coordinator to enable the smooth delivery of programme-related events.
- Perform other duties assigned by the Executive Director.

About you

You are highly articulate with advanced written and spoken English **communication skills**. You hold a **professional presence** and **exceptional interpersonal and stakeholder management** skills across a broad range of stakeholders including government, business, and civil society. You are passionate about climate action and empowering businesses to act more responsibly. You apply your knowledge and understanding of the business environment to establish yourself as a **trusted adviser** to key stakeholders to drive corporate action on environmental sustainability and climate change.

You have exceptional **attention to detail**, including the ability to tailor language, tone, and content to various audiences, and demonstrate openness in exchanging information and keeping people informed. You actively consult with others and accurately interpret the needs and expectations of stakeholders.

You are an excellent **programme manager** with strong organisational and **problem-solving skills** and an ability to multitask and work to tight deadlines. You think **strategically** and act **tactically** and use your **analytical skills** to assemble and explain information in a clear, concise, and practical manner.

You enjoy working **collaboratively** and managing a growing team. You value relationships across all levels of the organisation and have a **'can do' attitude** towards setting and achieving team goals. You work towards **team accomplishments** and support group decisions, even if those decisions do not entirely reflect your own position.

Your resilience enables you to thrive in a shifting environment and adapt well to change. You enjoy being challenged and work well in a small, non-hierarchical team that is motivated about the positive impact of sustainable businesses.

About the requirements

- A minimum of 5 years' experience in a programme delivery role, preferably in sustainability, environmental sustainability, climate change, public policy and/or responsible business.
- Bachelor's degree in business, commerce, environmental science, natural sciences, public policy, sustainability, or equivalent.
- Practical experience / demonstrable knowledge of natural resources, biodiversity, environmental management and/or climate change is highly regarded.
- Experience in programme/project management including budgeting and reporting, grant/funding management and monitoring and evaluation.
- Experience in establishing and executing collaborative initiatives with government, international NGOs and private sector organisations, including fundraising, is desirable.
- Intermediate to advanced computer literacy, including full proficiency in the MS Office Suite.
- Australian citizenship or residency or current work rights for Australia.

What we offer you

- Culture grounded in people who are passionate and committed to what they do.
- Hybrid / remote working (with one 'Connect Day' in our office).
- A health and wellbeing fund to use towards the gym, remedial massages, or other related activities.
- A professional development fund to use towards courses of interest.
- Ability to apply for a scholarship fund to cover some of the cost of higher education.
- Competitive not-for-profit salary with 12.5% superannuation.
- Paid parental leave.
- Access to RMIT's staff resources.

- Exposure to a range of industries and sectors that are committed to a more sustainable future.
- Career expansion opportunities in the team, and the broader UN system.
- Working for the world's largest corporate sustainability initiative

Our commitment to diversity

Human rights are central to our purpose. Our people hold different strengths, experiences, and backgrounds, and all share a passion for a better world. For us, diversity not only includes race, culture, and gender identity, but also age, disability status, sexual orientation, religion, and many other parts of one's identity. If this role sounds like you but you do not feel you meet all the requirements, get in touch for a chat, and we can explore if it might be a good fit.

Application Process

Applications should include your CV **and a cover letter** that addresses the core responsibilities, and the requirements, and tells us about yourself. Please send your application via email to secretariat@unglobalcompact.org.au by Friday 30th September 2022. We encourage you to apply early as applications will be assessed as they are received.