**Position description**

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| **POSITION TITLE:** | Climate Change Program Manager |
| **WORK UNIT:** | Office of the Chief Engineer |
| **RESPONSIBLE TO:** | Chief Engineer |
| **LOCATION:** | Canberra, Sydney or Melbourne preferred |
| **PURPOSE:** | Lead Engineers Australia’s Climate Change Action Agenda and Workplan, and coordinate climate change initiatives across the organisation.  Establish networks around our climate change related initiatives.  Engage our member base, the public, higher education, media and industry on a range of climate change related ideas and initiatives.  Work with EA staff and members to progress Climate Change Action Agenda initiatives. |

## Duties

Duties include (but are not limited to):

* Build networks with Engineers Australia’s member groups and external stakeholders to collect, harness, share and promote ideas and initiatives related to the Engineers Australia Climate Change Action Agenda.
* Conduct research and provide advice on matters related to climate change and the engineering profession.
* Build and maintain an in-depth understanding of climate change related issues relevant to Engineers Australia and its members.
* Work with the (Senior) Policy Advisor – Climate Change to establish networks in, and liaise with, government agencies, professional and industry associations, engineering organisations and others to identify and act on opportunities for collaboration or engagement on climate change related issues relevant to Engineers Australia.
* Represent Engineers Australia at public meetings such as industry forums, networking events and government agency consultation meetings related to climate change.
* Manage and coordinate Engineers Australia Climate Change Action Agenda and workplan.
* Work with EA staff, members and other stakeholders to progress Climate Change Action Agenda initiatives.
* Communicate with stakeholders effectively via all available means including in-person, on the telephone and via video conferencing facilities.
* Interstate (including overnight) travel may be required.
* Contribute to and promote the development of the profession through active participation in the community.

## Work health & safety (WHS) obligations

As an employee of Engineers Australia, you must:

* Take reasonable care for your own health and safety in the workplace;
* Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace;
* Cooperate with your employer about matters of health and safety;
* Comply with any reasonable instruction and cooperate with Engineers Australia’s WHS policies and procedures; and
* Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

## Communication and relationships

## The position reports to the Chief Engineer.

## The position has no direct reports but works closely with the Senior Policy Advisor, Climate Change, and other Engineers Australia staff members.

## Internally, the position has relationships across the whole organisation.

## Within Engineers Australia’s membership, the position communicates and liaises with Office Bearers and other members with an interest in the public policy and advocacy work of Engineers Australia. This will most often include Division committees, and members of the management committees for Colleges, Technical Societies and Special Interest Groups.

## Externally, the position predominantly communicates with government officers and staff from relevant professional associations, industry associations, and academia, industry and the community.

## Diversity and inclusion at Engineers Australia

Engineers Australia is an equal opportunity employer and we embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We are committed to creating a safe inclusive environment for all employees.

Should you need any reasonable adjustments during this recruitment process please email [HR@engineersaustralia.org.au](mailto:HR@engineersaustralia.org.au)

## Selection criteria

## A deep understanding of issues and policies relating to climate change both in our domestic context (Australia) and internationally.

## A minimum of ten years’ professional experience, preferably in an engineering capacity or related field.

## Well-developed project management skills.

## Tertiary qualifications, preferably engineering or a related field.

## Demonstrated experience in climate change-related work.

## A demonstrated ability to build and maintain good working relationships with a wide range of internal and external stakeholders.

## A proven capability to write succinctly, objectively and with clarity in a range of formats such as policy papers, discussion papers, reports and letters.

## A proven ability to independently manage workload under limited supervision.

## Professional verbal, presentation and written communication skills with a proven ability to liaise with stakeholders at all levels.

## Solid computer skills, especially in the use of programs such as the Microsoft Office Suite with a demonstrated capability to learn to use new technology with ease.

## A proven ability to conduct research, analyse issues and distil insights.

## Demonstrated ability to manage multiple projects.

## Willingness to coordinate, manage and undertake project work as required.

## An ability to keep up-to-date with the dynamic issues and policies associated with climate change, both within Australia and internationally.

