

## Central Victorian Greenhouse Alliance

### Project Coordinator- Loddon Mallee Renewable Energy Roadmap

#### Position Description

**Reporting:** CVGA Executive Officer

**Salary Range:** \$95,000 - \$110,000 pro rata

**EFT:** 0.8 preferred (negotiable)

**Based:** Negotiable within Loddon Mallee region (Castlemaine preferred)

**Contract period:** 12 months

**Commencement:** 10<sup>th</sup> December 2018 (flexible)

#### Role and Summary Statement

The Central Victorian Greenhouse Alliance (CVGA) Project Coordinator will lead the delivery of the Loddon Mallee Renewable Energy Roadmap. The project aims to facilitate the uptake of renewable energy in the region and maximise the benefits of the transforming energy system by growing local business and industry; developing local job opportunities; and increasing the resilience of our energy system and communities. This requires the position to work collaboratively across the Department of Environment, Land, Water and Planning (DELWP) Loddon Mallee region to develop, engage and deliver a high quality roadmap that can live on beyond the life of the project. The role will work under the guidance of the Project Control Group featuring the CVGA Executive Officer, and a range of government, industry and community stakeholders.

The project is funded under a \$300,000 grant from the Victorian Government and must be completed by December 2019. The project will be undertaken in parallel to similar regional roadmaps in other Victorian regions, and the Project Coordinator is expected to work closely with the other regional coordinators to share knowledge, maximise alignment, and avoid duplication.

The position is part time (0.8 FTE negotiable) fixed term contract of one year, with extension subject to funding availability and grant opportunities that arise throughout the project. The position will be employed by the CVGA based at the Hub in Castlemaine and will report to the CVGA Executive Officer and will be subject to CVGA employment conditions.

#### Role Objectives

The Project Coordinator will lead all aspects of the Loddon Mallee Renewable Energy Roadmap development including:

- management of internal and external stakeholders to ensure the successful delivery of the project and its objectives, including: engagement with key government, community and industry stakeholders with an interest in renewable energy development in the region. Verbal and written communication, including delivery of presentations, to a range of audiences with various levels of expertise;
- Appointing and managing contractors and additional staff (as needed) providing specialist information or project support;
- Maintain budgets and reports, and ensure compliance with funding agreements by

- ensuring key milestones are met;
- Research, organise and present information including project proposals, reports and other engagement and communication resources;
  - Preparation and presentation of required project documentation;
  - Working closely with project coordinators from roadmap projects in other regions across the state to ensure alignment and knowledge sharing;
  - Preparation of maps, proposals, and drafts of the strategy for consultation;
  - Support the Project Control Group and Advisory Group by coordinating meetings and workshops including preparing agendas, reports and minutes for these meetings; and
  - Completion of the Loddon Mallee Renewable Energy Strategy by December 2019.

### **Central Victorian Greenhouse Alliance**

The [Central Victorian Greenhouse Alliance](#) is a formal collaboration of local governments working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation to the impacts of climate change. The renewable energy roadmap project will cover 10 local government areas within the Loddon Mallee region:

- **Buloke Shire Council**
- **Campaspe Shire Council**
- **Central Goldfields Shire Council**
- **Gannawarra Shire Council**
- **City of Greater Bendigo**
- **Loddon Shire Council**
- **Macedon Ranges Shire Council**
- **Mount Alexander Shire Council**
- **Mildura Rural City Council**
- **Swan Hill Rural City Council**

## **ORGANISATIONAL RELATIONSHIPS AND ACCOUNTABILITY**

### **Internal Relationships**

CVGA Executive Officer, CVGA Board and Working Group, CVGA employees.

### **External Relationships**

State Government project funders, project partners, contractors, sector practitioners and peers.

## **KEY SELECTION CRITERIA**

Applicants are required to address each Key Selection Criteria heading succinctly using clear examples of prior experience where possible. Applicants should try to address as many of the dot points under each heading as possible but limit responses to no more than 2 paragraphs per criteria.

### **Knowledge and Expertise**

- Recognised qualification in an area such as energy/economic development/sustainability and or extensive relevant work experience

- A demonstrated understanding of renewable energy development in Victoria including policy context, renewable energy technologies, energy markets and systems.
- A demonstrated understanding of the Loddon Mallee region such as key stakeholders, opportunities, constraints, potential conflicts and social licence for different renewable energy technologies.

#### **Strategic Planning:**

- Demonstrated experience in local, regional or state based strategic planning, preferably in the energy sector or related
- Experience in identifying and making sense of complex options and identifying clear pathways forward

#### **Project Management:**

- Demonstrated project management skills with the ability to research, develop, coordinate, deliver and manage projects to achieve outcomes within set timelines.
- Demonstrated experience in managing budgets and project administration

#### **Stakeholder Management:**

- Demonstrated ability to build strong collaborative partnerships and influence stakeholders to support a projects purpose and outcomes
- Examples of ability to handle difficult and sensitive topics and questions in a calm and professional manner

#### **Communication Skills:**

- Experience in creatively engaging a wide audience on complex topics in unique and diverse ways
- Evidence of ability to produce high quality written reports and business cases

#### **Certificates**

- Drivers Licence (a CVGA pool vehicle will be available for use for regional travel)

Please forward your Application to [admin@cvga.org.au](mailto:admin@cvga.org.au)

To discuss this application please contact Rob Law, Executive Officer on 0467 692 827.

**Applications close: 5pm Tuesday 20<sup>th</sup> November 2018**