



**Australian
National
University**

Position Description

College/Division:	Sustainability Division
Faculty/School/Centre:	ANU Below Zero
Position Title:	Project Officer (Carbon Removal)
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	N/A
Responsible to:	Carbon Removal Manager (Below Zero)
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

Currently ANU emits significant quantities of greenhouse gases (GHGs), contributing to one of the greatest challenges the world has ever faced: climate change. Our goal is to transition ANU from being part of the problem to becoming part of the solution – from a source of GHG to a net absorber of GHG (a sink for GHG) via the ANU Below Zero Program. At the same time, through integrating real-life emissions reductions and GHG removal with our world-leading research and teaching on climate change and energy, we can fast-track new and innovative approaches. As Australia's national university, we have the capacity to promote these innovations and engage the community providing leadership to other organisations in Australia and worldwide. This three-pronged approach forms the ANU Below Zero Program : (i) On the ground emissions reduction and emissions removal, (ii) World-leading climate and energy research and teaching, (iii) Community engagement as the national university.

ANU Below Zero is seeking a Project Officer (Carbon Removal) to assist in identifying, securing and purchasing high-quality carbon credits and contribute to the development, execution, and review of ANU-connected carbon removal projects. This role reports to the Carbon Removal Manager, ANU Below Zero. The role will also work closely with the Below Zero Program Management Office.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the general direction of the Carbon Removal Manager, the Project Officer (Carbon Removal) will contribute to the conception, execution and review of ANU carbon removal activities. This entails coordinating and providing administrative support for key carbon credit purchases and carbon removal projects aimed at achieving the University's strategic goals and the objectives of Below Zero. The position will be responsible for assisting in managing the development, implementation and finalisation of key projects, along with the provision of operational and administrative support and advice to senior stakeholders. This position will build effective and collaborative relationships with University, College and School representatives and relevant internal and external project stakeholders.

Role Statement:

Under the general direction of the Carbon Removal Manager, the Project Officer will:

- Provide high level administrative and project support to the Carbon Removal Manager and other Below Zero staff focussed on carbon removal, including preparation of key documents such as sensitive correspondence, preparation of briefing notes, drafting of reports and minutes, as well as grant and ethics applications;
- Support effective mechanisms for monitoring and reporting on the team's progress and performance against Below Zero objectives and KPIs, with assistance from the Carbon Removal Manager;
- Maintain a broad awareness and provide high-level administrative support to the team's various projects and assist the team's project co-ordinators as required;
- Undertake research and analysis of data including scoping of research, educational and outreach projects and prepare correspondence, reports, briefing papers and presentations as required;

- Support ANU researchers in developing and implementing research projects around carbon removal, contributing to Below Zero targets.
- Provide a point of liaison and coordination between Below Zero and the wider University and relevant external agencies and organisations;
- Actively engage in ongoing professional development and ensure participation in and coordination of high-level input to College and University wide initiatives, policies and processes;
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity; and
- Perform other duties as directed by the Carbon Removal Manager and Below Zero Program Management Office team, consistent with the classification of the position and in line with the principles of multi-skilling.

SELECTION CRITERIA:

- Tertiary qualifications in environmental science, economics, social science or other relevant discipline. Knowledge about climate change and/or carbon removal issues would be advantageous.
- Proven skills and experience in providing high-level administrative and operational advice and support to executive management or an equivalent combination of experience and education / training,
- Demonstrated high-level organisational and administrative skills including project management, research, evaluation, analytical and problem-solving skills.
- Demonstrated ability to use sound judgement in interpreting and applying policies and procedures to complex issues; to maintain confidentiality; and to prioritise work and make decisions when dealing with multiple stakeholders and competing demands.
- Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated ability to liaise effectively with key internal and external stakeholders.
- A demonstrated high-level understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad-banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	21/06/2023
Printed Name:	Caitlyn Baljak	Uni ID:	U6378525

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)