



## **Position Description**

### **Program Development Manager, Cities Power Partnership**

#### **Role Description**

The Cities Power Partnership (CPP) Program Development Manager focuses on establishing and managing relationships with new and existing CPP member councils and with key external stakeholders, as well as on the production of key program events. The primary purpose of the role is to work with members to ensure that, as the program grows, it develops in a manner that remains well aligned to the needs of member councils, and continues to deliver real value in a rapidly transforming operating environment.

Key responsibilities of the role include:

- Monitoring activity in the Australian local government sector to identify opportunities for councils to join the program, and also to understand the activity of existing member councils
- Managing relationships with member councils to on-board them into the program and ensure that clear lines of communication are established and maintained
- Planning, producing and delivering key physical and virtual program initiatives and events, such as the biennial CPP National Summit
- Promoting the program directly to councils and through select public speaking engagements
- Working closely with the Program Collaboration Coordinator to ensure communications with member councils are dealt with in an effective and timely manner
- Supporting the Director Cities Power Partnership to deliver a range of activities including the development and rollout of a sustainable funding model for the program, regular reporting of program impact, and the development of an annual area workplan
- Establishing and maintaining relationships with a range of external stakeholders, particularly associations focused on the local government sector and other third sector not-for-profits working in the space
- Maintaining and improving program processes and helping to scope new areas for program growth that reflect the evolving need of councils

#### **Reporting and internal working relationships**

The Program Development Manager reports to the Director Cities Power Partnership.

The role works primarily with all members of the Cities Power Partnership team, as well as with members of the broader Climate Council team on occasion as required.

#### **Skills and Competencies**

The key skills required for the role are:

- Relationship management and member services
- Event design, planning and delivery
- Marketing and communications
- Project management
- Presentation and public speaking

The core competencies required to be successful in the role are:

- A strong communicator
- A passion for service excellence
- An ability to demonstrate innovation and creativity
- Capable of acting proactively and with confidence
- A high degree of organisation
- Displaying a team orientation
- Committed to delivering value to members
- An ability to empathise with the needs of members

### **Qualifications and Experience**

- An undergraduate or postgraduate degree in an appropriate field such as environmental sustainability, sustainable development, politics, urban planning, etc
- A minimum of 5 years total work experience with a demonstrated strong understanding of and significant experience working either directly in local government or for a member services organisation focused on the local government sector
- A comprehensive understanding and appreciation of the opportunities for local government to take ambitious climate action and the barriers faced by the sector in doing so