

EMPOWERING RENTERS PROJECT MANAGER POSITION DESCRIPTION



Date: May 2024

Position Title: Empowering Renters Project Manager

Conditions of Employment: Tenants Queensland Inc. Agreement 2019-2022

Classification: Level 5 or 6 dependent upon experience

Status: Fixed term to December 31, 2025

Working Hours: Full time (8 or 9 day fortnight considered)

Location: Brisbane Office, and work from other sites as needed

Accountability:

All staff are accountable to the Chief Executive Officer and ultimately to the governance board.

Purpose of the Position:

The purpose of this position is to enable Tenants Queensland (TQ) and its project partner Energetic Communities (ECAI) to deliver its objective to provide renters with information and resource to improve energy efficiency in their homes, support climate resilience, build energy literacy capacity for individuals and organisations and undertake home energy assessments. ECAI will provide content expertise regarding energy efficiency opportunities whilst TQ will provide expertise in tenancy law and the ability to reach renters across the state.

About Tenants Queensland:

TQ was established in 1986 and seeks to represent the interests of all Queenslanders who rent their home including those living in marginal tenures such as caravan parks and rooming accommodation. We pride ourselves in providing specialist advisory services to renters, advocating on behalf of them, and securing improvements to Queensland's residential tenancy laws.

Key relationships:

This role works closely with the decision makers and project staff of TQ and ECAI to deliver the *EmPowering Renters* project. This includes two additional TQ *EmPowering Renters* project workers. The position works and collaborates with government agencies and other key project stakeholders. TQ's community education workers will be important to support the engagement of renters in the program.

Position Reviewed and Approved:

May, 2024

Key Accountabilities:

- Provide strategic direction and leadership in line with the project's objectives and implement project plans aligning with the mission of promoting energy efficiency, energy literacy and climate resilience
- Manage and foster positive relationships with key stakeholders including ECAI, government agencies,

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community groups, industry partners and within TQ.

- Effectively manage project budgets and resource allocations, ensuring funds are allocated appropriately and utilised efficiently
- Establish monitoring and evaluation frameworks and analyse data to inform future decision making
- Develop, maintain and then ensure compliance with TQ internal policies and procedures.
- Other duties within the scope of this position and as directed from time to time.

Specific Duties:

- Develop comprehensive project plans, timelines and budgets in collaboration with key stakeholder and oversee the execution of project activities to ensure adherence to established timelines
- Facilitate regular communication and collaboration among stakeholders to ensure alignment and collective progress towards project deliverables
- Coordinate with internal and external teams to effectively allocate resources and manage these resources effectively
- Establish robust monitoring and evaluation mechanisms to track project progress and outcomes
- Analyse data and feedback to assess the effectiveness of project interventions and identify areas for improvement
- Build capacity by supporting the development and delivery of training programs and educational materials aimed at enhancing energy literacy among renters and other target audiences. Work closely with our project partner, ECIA, in this regard.
- Engage in training developed for the project team to deliver the program
- Provide guidance and support to individuals and organisations seeking to improve energy efficiency in their homes.
- Undertake and support the undertaking of home energy assessments.
- Understand and leverage TQ's process to engage renters across the state.
- Other duties as directed from time to time
- Undertake administrative duties associated with the performance of the position's specific duties

Core Capabilities:

- Commitment to promoting sustainability and fostering community resilience through innovative project management approaches
- Strong interpersonal and leadership skills with the ability to work under pressure
- Ability to work independently and as a member of a team
- Highly developed verbal and written communication skills
- High level of computer literacy including the ability to use a client information management system
- Ability to relate to people from different cultural and socio-economic backgrounds.

Essential Requirements:

- Commitment to social justice.
- Bachelor's degree, or significant experience in, a relevant field such as social work, community development, sustainability, project management or a related discipline.
- Demonstrated ability in project management, particularly in the areas of community services or sustainability.
- Ability to work with people from diverse backgrounds.
- Proficiency in a client information management system and other IT systems.
- Ability to travel

Desirable:

- Post Graduate qualification (Masters)
- Queensland Driver's license
- Understanding or demonstrated ability to rapidly acquire knowledge of:

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- Renting issues in Queensland
- Cost of living pressures, and,
- The constraints and opportunities for renters to improve their energy efficiency

Acknowledgment for receipt of position description

I have received, reviewed, and fully understand the position description. I also understand I am responsible for the satisfactory execution of the essential functions described therein.

I further understand future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this position description to the satisfaction of Tenants Queensland.

I have discussed any questions I may have had about this position description prior to signing this form and am satisfied with the responses.

Employee name (please print) _____

Employee signature _____ Date _____

Manager's name (please print) _____

Manager's signature _____ Date _____