



JOB TITLE **Carbon Partnerships Analyst – Graduate Opportunity**

PORPOSED START DATE **20 July 2022**

REPORTS TO Hina Osmany, Business Operations Manager, TEM Corporate

JOB DESCRIPTION

About TEM

TEM works with leading global brands to deliver high integrity carbon offsets to support their carbon neutral and net zero goals, including the likes of Qantas, Singapore Airlines, Lendlease, Australia Post and DHL. TEM is significantly expanding its Sydney and Melbourne offices across the three areas of the TEM Business: corporate offsetting (TEM Corporate), project development (Climate Positive) and carbon calculations and offsetting software (BlueHalo).

At TEM we practice what we preach. We are a B-Corp certified organisation, certified carbon neutral by Climate Active, a member of the Carbon Market Institute (CMI) and a signatory to the CMI Code of Conduct.

The role

This role will work within the TEM Corporate team to provide day-to-day support to our work with corporate clients to develop high integrity carbon offsetting portfolios as part of their transition to the net zero economy. Specifically, you will work closely with the Business Operations Manager taking on responsibilities to improve, update and maintain tools, processes and templates. You will also be responsible for supporting our Partnerships Managers with daily operational support and in developing carbon offset portfolios that deliver real emissions reductions and powerful impacts to communities and biodiversity. The role will also provide you with opportunities to visit our project sites, participate in industry engagements and work alongside a passionate group of people looking to make a lasting positive impact on corporate climate change commitments.

The role will report directly into the Business Operations Manager for TEM Corporate. There are no direct reports of this position.

You'll be responsible for

- Contributing to our fast-paced growth by providing support to our Partnership Managers, including developing PowerPoint pitch decks, market research and client engagement activities

- Supporting the maintenance and improvement of TEM's internal commercial database and Customer Relationship Management software
- Working with the team to develop operational processes to improve the team performance and assisting with any day-to-day operational questions and issues
- Supporting the Business Operations Manager with market trends and competitor analysis
- Supporting the Business Operations Manager and CEO with key strategic partnerships

- What you need to apply**
- This is a Graduate level position so no prior professional experience is necessary and training in all internal systems will be provided. Any prior experience will be considered an advantage. Relevant degrees to the role include Environmental Science/Management, Law, Economics and Commerce
 - Passionate mindset to shape corporate climate change agendas
 - Highly organised, ability to manage competing priorities and meet deadlines, and remain calm under pressure in a fast-paced environment
 - Process-oriented and eye for detail
 - Excellent interpersonal and communication skills
 - A team-oriented mindset
 - Technology savvy

- You'll thrive in this role if you bring**
- TEM is a company that thrives in making impact on reversing climate change. We bring a pioneering mindset that is ambitious and creative in building our part of the net zero economy. We trust and empower each other and interact with respect and empathy. If you're someone that brings these attributes, you will do well with TEM.

- Location**
- Sydney and Melbourne, with consideration given to other locations for the right candidate

- Remuneration**
- Base salary + annual performance bonus to be negotiated

- How to apply with TEM**
- Please apply by submitting a cover letter outlining what you will bring to TEM (1 page maximum – cover letters exceeding 1 page will not be considered), and CV (maximum 2 pages) to careers@tem.com.au.
 - You must hold the right to work in Australia.

- Applying with TEM**
- TEM is an equal opportunity employer committed to providing a working environment that embraces and values diversity and we encourage women and people from culturally diverse, Aboriginal and Torres Strait Islander backgrounds to apply.