

Portfolio Manager, Solomon Islands

Duration	Long-term, fixed term	Job Level	15
Location	Solomon Islands	Reports To	Senior Portfolio Manager

Palladium is a global development and consulting firm, part of the GISI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Program Overview

REnew Pacific is a AU\$75M program over 4.5 years. It aims to scale and expand on the critical lessons learned in the DFAT-funded Business Partnerships Platform (BPP) pilot to support DFAT and the Australian Infrastructure Financing Facility for the Pacific (AIFFP) to address climate infrastructure mitigation, adaptation and resilience among Pacific states and help Australia be the climate infrastructure partner of choice in the Pacific.

Purpose of Position

The **Portfolio Manager** will work alongside an existing Portfolio Manager in the Solomon Islands as the program takes on an expanded scope in that country. The Portfolio Manager is an integral part of the REnew Pacific program and leads the in-country management of a cluster of renewable energy projects in Solomon Islands. The Portfolio Manager assists in the development and granting of projects and manages the day-to-day interactions with recipient partners, monitoring progress and supporting implementation. The role also contributes to implementation of REnew Pacific strategies and plans including related the GEDSI, localisation and monitoring, evaluation and learning.

Working with children

Is this position likely to come into contact with children? ☒ Yes ☐ No

Primary Responsibilities

Under the guidance and direction of the Senior Portfolio Manager, the **Portfolio Manager** will:

Project Portfolio:

- Manage a portfolio of REnew Pacific projects and partnerships in Solomon Islands, in accordance with grant agreements and the REnew Pacific Grant Management Framework.
- Serve as the primary relationship manager for these established grants and related partners, ensuring coordination and effective communication with partners.
- Lead program processes, monitoring progress and key risks, maintaining excellent relationships and keeping the Senior Portfolio Manager and DFAT informed as appropriate.

- Regularly liaise with DFAT Post in Honiara to ensure awareness and coordination of the portfolio.
- Support REnew Pacific partners to anticipate issues, problem solve and work adaptively in a dynamic context.
- Support the REnew Pacific team in the identification and pursuit of partnership and project opportunities.
- Establish and maintain effective relationships with providers and suppliers of technical solutions for renewable energy in Solomon Islands to ensure that locally-based firms and personnel participate in project development, design and delivery where possible.
- Support REnew Pacific communications and public diplomacy activities including to frame and detail project level stories and lessons learned.
- Lead project level reporting, analysis, and work planning.
- Lead partner activities including training and capacity building.
- Escalate complex issues to the Senior Portfolio Manager at the earliest opportunity.

Leadership and Management:

- Provide timely and accurate reporting through REnew Pacific systems, including health and safety incidents, fraud and child protection reporting as well as project activity reporting.
- Champion REnew Pacific commitments such as promotion of gender equality, disability and social inclusion.

Other:

- Travel locally and internationally, as required.
- Any other tasks requested by the Senior Portfolio Manager, as appropriate to the incumbent's experience and qualifications.

Due to the evolving nature of our program, it is possible that the incumbent may be expected to undertake duties that fall outside the remit of their original Terms of Reference as reasonably required to ensure the ongoing success of the program.

Reporting Requirements

This role reports into the Senior Portfolio Manager. Reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters.

Working Arrangements

REnew Pacific staff work remotely across Australia and the Pacific with no central office location. All staff are expected to work autonomously and remotely from a location of their choosing, in a jurisdiction within which you have working rights (in this case, the Solomon Islands). The program will provide support for office equipment, and we are open to a conversation about provision of shared office space as required.

Qualifications and Experience Required

- A degree in engineering, energy systems, natural resource management, development or other relevant disciplines or equivalent level of experience.
- Demonstrated experience in portfolio management, rural and community development and

partnership skills.

- Project management, time management, reporting and analysis skills, including ability to manage budgets and write progress reports.
- Experience in research and producing written summaries and analyses.
- Ability to prioritise, and work calmly under pressure.
- Experience with renewable energy projects in off-grid applications and/or demonstrated knowledge of renewable energy systems, with a focus on Solomon Islands or the Pacific Islands is highly desirable.
- Demonstrated ability to work autonomously with limited supervision, to work to deadlines, and to balance competing priorities.
- Excellent written and oral communications skills with demonstrated experience in using communications strategically for advocacy purposes.
- Demonstrated commitment to diversity and inclusion, particularly in a cross-cultural context
- Must have working rights in Solomon Islands.

Core Capabilities

Palladium's Core Capability Framework for APAC Projects outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives

Equity, Diversity & Inclusion

Palladium is committed to embedding equity, diversity and inclusion across all activities. We promote a diverse and inclusive workforce and ensure all applicants and employees are treated fairly and equally, regardless of background or personal characteristics. We encourage applications from all individuals and provide reasonable adjustments or accommodations where required.

Safeguarding

Palladium maintains a zero-tolerance approach to all forms of harm, including sexual exploitation, abuse, harassment, child abuse, and human trafficking. We are committed to protecting our people, partners, and communities and ensuring safe and respectful environments. All personnel are expected to uphold safeguarding standards, with successful candidates subject to enhanced screening, including safeguarding-focused assessments and due diligence, in line with Palladium's Code of Conduct and safeguarding policies.