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| Department of Environment, Land, Water and Planning |
| Position Description |

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| **Position purpose**  The Murray-Darling Basin Plan requires Victoria to prepare five Water Resource Plans (WRPs) by June 2019. WRPs demonstrate Victoria’s arrangements for the sustainable use and management of water resources. This position is part of the team responsible for delivering Victoria’s WRPs.  You will be responsible for delivering the stakeholder engagement strategy and ensuring a coordinated approach to stakeholder engagement on WRPs. This role requires a person with skills and experience in stakeholder engagement within the water sector. An understanding of the requirements of the Murray-Darling Basin Plan and experience with Indigenous engagement is highly desirable. | |
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| **Position details** | |
| **Position title:** | Stakeholder Engagement Coordinator |
| **Position number:** | 922795 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $95,275 - $115,276 + super ( 1 July 2018) |
| **Employment type:** | Fixed Term - Flexible to 1 July 2019 |
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| **Group:** | Water & Catchments |
| **Division & Branch:** | Partnerships and Sector Performance Division / Policy Partnerships |
| **Work location:** | 8 Nicholson St, East Melbourne |
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| **Reports to:** | Michael O’Neill, Acting Senior Manager Water Resource Plans, Murray-Darling Basin Plan |
| **Direct reports:** | Yes  No If yes, how many? |
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| **Further information:** | Michael O’Neill, (03) 9637 9985 |

**About the Department**

The Department is tasked with ensuring that Victoria has the right conditions to enable economic growth, while delivering liveable, inclusive and sustainable communities.

We bring together planning, local government and infrastructure, environment, climate change, energy and water functions, to ensure an integrated approach to the development of long-term State and regional strategies that build on social, environmental and economic opportunities to provide for future population growth and change.

We build community resilience by adopting an all-hazards, all-emergencies approach across our built and natural environments to improve protection against natural disasters and other emergencies.

For further information about the department, please visit our website www.delwp.vic.gov.au

**Context**

*Water and Catchments Group*

Water and Catchments Group (WCG) works across DELWP, with agencies, Ministers, stakeholders and the community to balance the economic, environmental and social values of water. This work helps deliver secure water supplies, greener and more liveable cities and towns, and healthy waterways and aquifers.

*Policy Partnerships*

The Policy Partnerships Branch works across the WCG, water industry, local government, DELWP portfolios and whole of government to deliver on WCG commitments. The branch is a central point for collaboration across WCG on long term strategic directions of the water sector via actions such as the Sustainable Water Strategies function, Basin Plan Water Resource Plans and the Economic team’s advice on pricing and economic regulation matters.

**Accountabilities**

* Lead stakeholder engagement for the development of Victoria’s WRPs.
* Ensure that appropriate people are involved in various conversations throughout the WRP development process and that engagement with various agencies is streamlined where possible.
* Be the interface between the Indigenous engagement aspects and the broader stakeholder engagement program for WRPs.
* Assist in the preparation of communication materials and public documents as required during the development of WRPs.
* Contribute to the development of the Northern Victoria WRP, required for two surface water and one groundwater WRP areas, to support Victoria's implementation of the Murray-Darling Basin Plan.
* Support and advise senior executives on matters relating to the WRP stakeholder engagement process and relevant issues as they arise.

**Position specific requirements**

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| Financial Delegation Value | $**0** A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| This position has the following specific requirements: | A satisfactory National Police Check will be required (for all non-DELWP employees).  This position has a requirement to work shift work or out of hours work will be required that will involve evening or weekend work including occasional overnight travel |

**Key Selection Criteria**

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise**

* Knowledge and experience in engaging stakeholders within the Victorian water sector.
* Knowledge of the requirements of the Murray-Darling Basin Plan.

**Knowledge and Skills**

* Stakeholder Management:
  + Identifies and manages a range of complex and often competing needs.
  + Identifies issues in common for one or more stakeholders and uses them to build mutually beneficial partnerships.
  + Finds innovative and timely solutions to resolve stakeholder issues.
* Policy Skills:
  + Builds trusting relationships with stakeholders to inform policy development and gain commitment to implementation.
  + Formulates and communicates public policy options and recommendations.
  + Scans for links and potential implications of proposed policy options.
  + Keeps up-to-date with a broad range of contemporary issues.
* Written Communication:
  + Identifies key messages and information required for decision making.
  + Provides advice on influencing and the needs of target audiences.
  + Provides advice on the content and style appropriate for audience.
* Influence and Negotiation:
  + Develops long-term, complex and multi-phased plans to influence others.
  + Implements complex strategies to build buy-in and support from key internal and external clients or stakeholders.
  + Uses a variety of different influencing approaches tailored to different stakeholder.
  + Effectively negotiates with clients/stakeholders to achieve desired outcomes.

**Department Values**

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian community. Our values are the foundation of our culture and guide how we work together, with our ministers, stakeholders, partners and the community.

The departments values are: **Teamwork**, **Service Excellence**, **Ownership** and **Wellbeing & Safety**.

**Emergency Response and Health and Safety Requirements**

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

The occupational health and safety requirements of this position include, but are not limited to:

* Sedentary desk work
* Field work
* Manual handling

**Other relevant information**

**Employment Eligibility**

* Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply
* Non VPS applicants will be subject to a probation period of three months

**Join a Workplace Based on Fair Employment**

The department offers fair employment and career opportunities. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

**Balancing your Life**

We understand that life balance is an important part of our employees’ lives.  The department offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations.  We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

**Equal Opportunity Employer**

The department is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

It is a policy of the department to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Terms and Conditions**

Conditions of employment will be governed by the *Victorian Public Service Enterprise Agreement 2016* and the *Public Administration Act.*

**Privacy and Probity**

The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014.*

If you would like to receive this information/publication in an accessible format (such as large print or audio) please call the Customer Service Centre on: 136 186, TTY: 133 677, or email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au) .