

Position Description

Central Highlands Water

*Integrity
Teamwork
Leadership
Care*

Project Coordinator – Urban Water Strategy

Reporting to the Manager Strategic Asset Management and Planning, you will work within a skilled project team to coordinate and develop CHW's Urban Water Strategy.

Title	Project Coordinator – Urban Water Strategy
Classification	Band 4, Central Highlands Water Enterprise Agreement 2020
Team, unit	Strategic Asset Management and Planning
Division	Infrastructure Planning and Operations
Work location	7 Learmonth Road, Ballarat
Employment type	12 months temporary (38 hours per week), commencing April 2021
Position reports to	Manager Strategic Asset Management and Planning

Our Values

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

Organisational Environment

At CHW we are committed to the safety of our people, customers and the community we serve. At CHW Safety is Everybody's Priority, including zero tolerance towards harassment or violence within the workplace.

We have an inclusive workplace that embraces diversity and difference. We believe all jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

We encourage employees' continuous professional development. Employees are supported in keeping abreast of current industry best practice and are encouraged to take an active personal interest in staying informed of professional practices, standards and latest trends.

Purpose

The primary objective of the role is to lead the coordination and development of CHW's Urban Water Strategy.

Key Duties/Responsibilities

You will be responsible for:

Planning and organising

- Using your planning and organisation skills to outline and deliver a thorough process that meets the requirements of the Urban Water Strategy Guidelines.
- Understanding the project drivers, requirements and timelines to shape the project plan accordingly.
- Proactively managing project risks, identify opportunities and adjust the program or processes accordingly.

People and leadership

- Harnessing your people and leadership skills to coordinate internal staff members (within the project team and outside the project team) to gather information, ideas and inputs for the development of the strategy.
- Leading working groups, fostering collaboration and providing clarity around tasks, roles and responsibilities.
- Coordinating the delivery of key inputs from diverse teams and individuals across the business.
- Working effectively within a diverse project-based team by building rapport, generating influence, enabling others, modelling the way and working towards common goals.

Stakeholder and community consultation

- Leveraging your consultation skills to coordinate an extensive participation process that guides the sharing of information and exchanging views with the community, external stakeholders and CHW's Board of Directors.
- Guiding the development and delivery of a community engagement plan.
- Supporting the development of community friendly content, information and concepts.
- Liaising with external stakeholders to meet requirements, understand different approaches and coordinate activities.

Report writing and visualisation

- Exercising your report writing and digital skills to collate technical information and produce a community friendly Urban Water Strategy document.
- Writing and formatting the Urban Water Strategy document for community release.
- Preparing different formats to enhance the presentation and visualisation of technical information.
- Preparing presentations and report updates for CHW's Board of Directors.

1. Authority and Accountability

- Responsible for the efficient and effective performance of all duties and key responsibility areas within the role.
- Constructively contribute to creating and maintaining CHW's desired culture by demonstrating CHW's values and behaviours, and being mindful and respectful.
- Create, maintain and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and Safety Act, Regulations and CHW policies and procedures.

2. Judgement and Decision Making

- Required to exercise sound judgement, initiative and discretion in the management of sensitive data.
- Exceptional professional judgement to manage day-to-day priorities and delivery methods across multiple teams and different individuals.
- Exceptional problem-solving skills with the ability to be agile, adapt and propose workable solutions.

3. Specialist Knowledge and Skills

- Clear understanding of the requirements of the Urban Water Strategy Guidelines and the ability to articulate and maintain sight of longer-term project goals and key deliverables.
- Understanding of project management methodologies.
- Understanding of community consultation and participation frameworks.
- Report writing, visual presentations and graphical representations.

4. Leadership/Management Skills

- Ability to manage up, across and within the organisation.
- Ability to develop project plans, coordinate multiple activities across the business and enable others to deliver.
- Highly developed time management skills with the ability to effectively plan, organise and manage multiple projects whilst working independently.
- Proven success in managing and developing effective working relationships on projects.

5. Interpersonal Skills

- Highly-developed communication and interpersonal skills with the ability to lead and influence working groups, internal partners and external stakeholders.
- Demonstrated ability to have a positive impact on team culture by modelling the way, offering thought leadership and building personal rapport with colleagues.
- Confident in sharing knowledge, ideas and experience within a project-based environment.

6. Qualifications and Experience

- Tertiary qualifications in a relevant field and/or five years' relevant workplace experience
- Professional experience in project-based work, coordinating working groups, community consultation and/or report writing.

Key Selection Criteria

- Relevant Qualifications and Experience
- Proven ability to utilise professional judgement to plan, organise, prioritise and deliver projects.
- Demonstrated experience in leading working groups, participating in project-based environments or working across multiple teams.
- Strong understanding of the principles that underpin community consultation processes, customer engagement plans and effective stakeholder management.
- Demonstrated experience in the preparation of quality written reports, visual presentations and graphical representations for a wide range of audiences.