

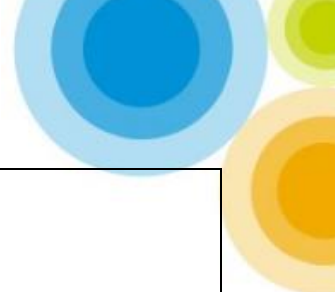
MELBOURNE WATER POSITION DESCRIPTION

Principal Advisor, Aboriginal Engagement

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Relationship Manager, Traditional Owners	This role has 1 direct report.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Principal Advisor is responsible for developing and implementing strategic programs and initiatives to enhance Melbourne Water’s engagement with Traditional Owner groups and the broader Aboriginal and Torres Strait Islander community in Victoria. This role will also influence key internal and external stakeholders to deliver strategic outcomes for the organization, community and stakeholder groups.</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. • Develop and implement strategic programs and initiatives related to Traditional Owners (TOs) and the broader Victorian Aboriginal and Torres Strait Islander community • Develop, oversee implementation and reporting of the Melbourne Water Reconciliation Plan (RAP) • Build the capacity and capability of our employees to build strong relationships with TOs and the broader Victorian Aboriginal and Torres Strait Islander community • Advise and support the Relationship Manager, TOs and other key people within the organisation on identified programs, initiatives and approaches to strengthen relationships with TOs and the broader Victorian Aboriginal and Torres Strait Islander community • Develop and maintain strong strategic relationships with key stakeholders – both internal and external • Contribute to enhancing Melbourne Water’s reputation and corporate citizenship with TOs and the broader Victorian Aboriginal and Torres Strait Islander community • Provide high level leadership, customer service and communication • Support a Generative Safety Culture through identification and reporting and management of hazards and active involvement in improvement initiatives 	
KEY RESPONSIBILITIES	KPIs
<p>Strategic Stakeholder Engagement Programs</p> <ul style="list-style-type: none"> • Develop and implement key strategic engagement strategies, programs and initiatives for Melbourne Water’s engagement with TOs and the broader Victorian Aboriginal and Torres Strait Islander community – in particular Melbourne Water RAP and associated MW governance (RWG and Cultural Assembly) • Deliver relevant engagement programs and initiatives which invite TOs and the broader Victorian Aboriginal and Torres Strait Islander community to improve strategic relationships (such as NAIDOC Week, Reconciliation Week and other specific programs) • Provide coaching, advice and support for internal staff and contractors working on complex and sensitive issues with TOs and the broader Victorian Aboriginal and Torres Strait Islander community • Review and measure engagement activities against strategy objectives • Provide regular reports on engagement and stakeholder consultation programs and activities • Apply strong risk awareness and management strategies with regards to corporate reputation 	<ul style="list-style-type: none"> • Feedback as assessed by Manager • Feedback from TOs and other key Stakeholders

Job level: EA7
 Assessed by: P&C
 Date: November 2020

MELBOURNE WATER POSITION DESCRIPTION



Principal Advisor, Aboriginal Engagement

<ul style="list-style-type: none"> Development and facilitation of knowledge and capability sessions for internal staff and key stakeholders 	
<p>Strategic Communication and Relationships</p> <ul style="list-style-type: none"> Help to enhance strategic relationships with TOs and the broader Victorian Aboriginal and Torres Strait Islander community Writing for publications and general correspondence as required Preparing and delivering presentations Contribute to the production of other communications collateral as required or as directed 	<ul style="list-style-type: none"> As above
<p>Program Management</p> <ul style="list-style-type: none"> Support the Relationship Manager to provide strategic advocacy and expert advice for agreed programs with key stakeholders, TOs, water sector and other organisations and the broader Victorian Aboriginal and Torres Strait Islander community Influence and build capacity across the organisation with Melbourne Water People and Culture Leaders with meaningful engagement with TOs and the broader Victorian Aboriginal and Torres Strait Islander community With the Relationship Manager, provide advice to the Leadership Team and Senior Management on how Melbourne Water can enhance its relationship with TOs and the broader Victorian Aboriginal and Torres Strait Islander community Providing accurate and timely information about program activities to senior management as required 	<ul style="list-style-type: none"> Delivery of programs within agreed timeline

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Strong understanding and extensive experience working with Aboriginal communities and the ability to apply this experience in the context of Victorian Traditional Owners and communities will be required
- Experience in developing and delivering proactive and innovative strategic stakeholder engagement programs and initiatives
- Experience in working in and influencing cross-functional teams is essential
- Extensive experience working in sensitive political environments
- Strong written and verbal communication skills with an ability to address a range of audiences
- Demonstrated ability to think creatively, to work under pressure and recognise and respond to sensitive and complex strategic issues

Mandatory requirements

- This is a designated position established as a special measure under Section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible for this position.

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Principal Advisor, Aboriginal Engagement



KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- Relationship Manager TOs
- All business groups
- Leadership Team and Senior Management
- Contractors/Service Providers

External

- Traditional Owners and the broader Victorian Aboriginal and Torres Strait Islander Community
- Government departments, agencies and authorities
- Community groups
- Water retailers

SALARY RANGE:

Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- Knowledge of and experience working with the Aboriginal and Torres Strait Islander Community in Victoria

Location: Based at 990 La Trobe Street, Docklands 3008. This role may be required to travel to other locations and sites.

Job level: EA7
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