

MELBOURNE WATER POSITION DESCRIPTION

Corporate Strategy and Foresight Coordinator

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Team Leader Strategy and Foresight	0 Direct Reports
THIS ROLE EXISTS TO: (PURPOSE)	
<p>This role exists to be an coordinator in Melbourne Water’s Corporate Strategy and Foresight team. Working closely as part of a dynamic team the objectives of the role are to support to Strategy and Foresight Team to work with the business, Leadership Team and Board to:</p> <ul style="list-style-type: none"> • Support the Leadership Team and Board to make informed and timely strategic decisions, in particular coordinate the meetings, briefings, minutes and logistics to prepare for the December Board Strategic Workshop • Deliver reports as required to inform strategic discussions with the Leadership Team and Board • Provide advice and guide the development of Melbourne Water’s strategies including leadership where appropriate • Facilitate the embedding of Melbourne Water’s Service Portfolio into business processes and systems • Support Melbourne Water's Environmental, Social and Governance (ESG) reporting 	
KEY ACCOUNTABILITIES:	
As set out above.	
KEY RESPONSIBILITIES	KPIs
<p>Foresight</p> <p>Collaborate and coordinate as part of the team to:</p> <ul style="list-style-type: none"> • Assist Melbourne Water’s proactive understanding current and future trends (and shocks) in the operating environment • Work across the business to build understanding of these changes and their strategic implications for the business • Support the business, Leadership Team and Board to develop strategic responses to the above • Work across the business to build business wide capacity in strategic foresight • Work with the leaders of key functional and service strategies to embed strategic foresight 	<ul style="list-style-type: none"> • As part of the team support the Operating Environment Scan • Support alignment with Corporate Plan and Business Plan
<p>Melbourne Water’s strategic architecture</p> <p>Collaborate and coordinate as part of the team to:</p> <ul style="list-style-type: none"> • Build awareness, buy in and alignment across the business of Melbourne Water’s key strategic priorities • Support the roll out of Melbourne Water’s Strategy Methodology and Reporting Framework including periodic reporting to Board • Work closely with service and functional strategy owners to ensure alignment to organizational objectives • Provide support, advice and content for the development of Melbourne Water’s strategies including leadership where appropriate 	<ul style="list-style-type: none"> • Business awareness of Melbourne Water’s vision as captured through key questions in the annual Engagement and Alignment survey • Lead the Strategy Reporting Dashboard

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<p>Board and Leadership Team</p> <p>Play a coordination role as part of the team to:</p> <ul style="list-style-type: none"> • Design and deliver the annual Board Strategy Workshop • Design and deliver strategic sessions to Leadership Team as appropriate • Support monthly Board strategy sessions 	<ul style="list-style-type: none"> • Coordinate Board Strategy Workshop • Coordinate Leadership Team Strategy sessions • Coordinate Monthly Board strategy sessions
<p>Services</p> <p>Work as part of the team to deliver work to evolve Melbourne Water’s services including:</p> <ul style="list-style-type: none"> • Co-ordinating the Service Capability Report and driving an uplift in strategic content for that report <p>Support for Services Planning and new services (this work will sit across the Planning, Reporting and Evaluation team)</p>	<ul style="list-style-type: none"> • Service Capability Report • Ten year outcome statements for each of Melbourne Water’s Services <p>Service Planning (delivered with the Planning, Reporting and Evaluation team)</p>
<p>Sustainable Development Goals</p> <p>Work as part of the team to:</p> <ul style="list-style-type: none"> • Support Melbourne Water's Environmental, Social and Governance (ESG) reporting • Embed the Sustainable Development Goals into Melbourne Water’s strategic architecture • Achieve awareness, buy in and alignment across the business of Melbourne Water’s commitment to the Sustainable Development Goals and their relationship to Melbourne Water’s strategy 	<ul style="list-style-type: none"> • SDGs are embedded in Melbourne Water’s strategic architecture

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Strong project management and organization
- An understanding of strategic techniques including environmental scanning and scenario planning
- Stakeholder communication and engagement skills
- Judgment working in a corporate environment with complex issues, programs and stakeholders
- Ability to influence and advocate
- Capacity to work under pressure and to tight deadlines
- Ability to work with senior executives and Board

KEY RELATIONSHIPS:

Internal
All MW business groups in delivering on customer priorities and relationship management.

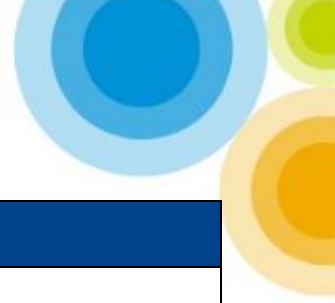
External
A wide range of external stakeholders, including all levels of government, Retailers, Councils, Community groups, Developers and other stakeholders.

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.

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OTHER COMMENTS:

Relevant Tertiary Qualification in Business Administration or equivalent

Criminal Records Check if required

Location: 990 La Trobe Street, Melbourne 3008