

MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Partnership Coordinator

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Area Lead Catchment Partnerships	This role has nil direct reports
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Ramsar Coordinator role primarily exists to oversee the implementation of the Western Port Ramsar Site Management Plan through collaboration with internal and external stakeholders. The role will also deliver the 'Restoring Western Port' project on behalf of State Government. The role may also be required to support the management of other Ramsar wetland areas within Melbourne Water's operating region or related initiatives as required.</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • Convene and chair the Western Port Ramsar Site Coordinating Committee. • Oversee the implementation of the Western Port Ramsar Site Management Plan in accordance with the Ramsar site coordinator roles and responsibilities. • Coordinate the implementation, reporting and monitoring the 'Restoring Western Port' project. • Establish and manage partnership agreements, contracts and similar documents with stakeholders and service providers, and oversee the delivery of contracted outcomes. • Manage monitoring and reporting on the implementation of the projects and the delivery of project outcomes against key milestones. • Ensure the acquittal of funds secured for projects. This will include regular financial reports and reporting on any current or emerging financial issues. • Establish and maintain strong relationships and in-kind investment from project partners and other key stakeholders to ensure successful collaborative management of the Western Port Ramsar site. • Maintain close and effective working relationships with team members, other Melbourne Water employees and a range of external stakeholders. • Adopt and apply Workplace Health and Safety policies and procedures to ensure a safe work environment. • Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. • Be actively involved in the Melbourne Water's professional development program and committed to achieving high levels of performance. • Positively represent Melbourne Water at relevant public and industry forums. • Undertake other relevant duties as required. 	
KEY RESPONSIBILITIES	KPIs
<p>Project Partnerships</p> <ul style="list-style-type: none"> • Build trusting relationships with co-delivery partners to support the achievement of performance objectives and shared outcomes 	<ul style="list-style-type: none"> • Establishment of a partnership agreement for each project

Job level: EA Level 6

Assessed by: People Hub

Date Assessed: October 2024

Last reviewed date: October 2024

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<p>Project Coordination & Performance</p> <ul style="list-style-type: none"> • Drive the achievement of on ground results together with co-delivery partners and other stakeholders in a complex and changing environment • Coordinate and schedule meetings with partners and stakeholders • Successfully influence and drive works program related to each partnership project. 	<ul style="list-style-type: none"> • Establishment of a works program for each project • Meetings scheduled and actions completed on schedule • Agreed targets and plans achieved • Acquittal of grant funds and completion of reports as per funding requirements.
<p>Project Administration</p> <ul style="list-style-type: none"> • Maintain and update project schedule • Maintain and update project risk register • Maintain project Info folders and document control 	<ul style="list-style-type: none"> • Project documents are updated
<p>Relationship Management</p> <ul style="list-style-type: none"> • Coordinate partner and stakeholder updates and communication • Develop and maintain positive and effective relationships to influence outcomes 	<ul style="list-style-type: none"> • Reputation survey results and associated targets • Maintain overall positive feedback from internal and external stakeholders

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

Essential

- A sound understanding of wetland ecosystems and natural resource management.
- Demonstrated coordination of significant projects on time, within budget, and in collaboration with multiple external partners. Of particular importance is experience in developing project logic and adaptive management.
- Proven ability to provide executive support for groups and organisations.
- Experience in developing agreements/contracts with service deliverers and overseeing their delivery.
- The proven ability to develop and manage strong relationships and partnerships with external organisations and community groups.
- A high level of communication and interpersonal skills including facilitation, presentation and consultation with a wide range of audiences.
- A high level of written and report writing skills.
- A high degree of self-motivation, autonomy, resilience, adaptability and leadership.
- Well organised and outcomes-focused, with demonstrated skills in planning, priority setting and time management.
- Ability to think creatively, to work under pressure, and recognise and respond to sensitive issues.
- Current Full Australian State Drivers Licence.

Desirable

- Significant work experience in environmental and natural resource management. Knowledge of the environmental issues relating to the Port Phillip and Western Port region.

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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

- Service Futures
- Service and Asset Lifecycle
- Waterway and Catchment Services

External

- DEECA
- Bunurong Land Council
- Parks Victoria
- Phillip Island Nature Parks
- Mornington Peninsula Shire
- City of Casey
- Landcare

SALARY RANGE:

- EA salary level 6

OTHER COMMENTS:

This role requires the following:

- Criminal Records Check
- Medical Assessment
- Working with Children Check
- Periodic travel between Melbourne Water sites

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