

MELBOURNE WATER POSITION DESCRIPTION

Graduate

REPORTS TO:		DIRECT REPORTS AND TEAM SIZE:	
Manager of current rotation.		This role does not have direct reports.	
THIS ROLE EXISTS TO: (PURPOSE)			
Melbourne Water graduates will gain experience and skills in a variety of disciplines through working with a number of business units, teams, managers and mentors through a number of rotations over 24 months.			
KEY ACCOUNTABILITIES:			
<ul style="list-style-type: none">• Take on work responsibilities in present rotation commensurate with abilities and experiences, which includes supporting the development of dashboards and other tools that inform decision makers within the business.• Work with teams across the business to streamline the collection and assessment of information used to assess and report on performance.• Actively develop skills through completion of assigned tasks and on-going professional development.• Apply developing workplace skills to ensure effective partnerships and project outcomes.• Ensure continued formal and informal discussions with managers in relation to developing and improving performance.• Apply learnings acquired at Melbourne Water to a broader water industry context.• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.			
KEY RESPONSIBILITIES		KPIs	
<p>Support the development of analytics that contribute to strategic planning, including:</p> <ul style="list-style-type: none">• Synthesise relevant information from reports produced by MW, including but not limited to the Operating Environment Scan, Customer Insights, Risk Assessments and Audit Findings.• Work constructively with analytics and modelling teams to obtain information required to support tactical and strategic decision-making.• Review relevant business reports and engage with stakeholders to understand their context and identify opportunities to develop engagement with relevant internal and external stakeholders.• Support the development of dashboards and other tools for internal decision makers.		<ul style="list-style-type: none">• Information gathered from across the business is presented with a coherent, service-focused narrative.• Meaningful contribution to development of analytics tools that meet the needs of their intended audience.• Strong relationships with data holders from across the business.• Attendance at relevant meetings.	

Job level: EA 3

Assessed by: P&C

Last reviewed date: September 2021

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<ul style="list-style-type: none"> Support development of conceptual models of interactions between information that can be used to develop meaningful insights to strategic business performance. 	
Actively engage in continued learning in team and rotation contexts.	<ul style="list-style-type: none"> Participation in a variety of projects which reflect depth and breadth of skills particular to the employee's discipline. Interaction and collaboration with professionals and teams outside of the employee's professional or technical sphere. On-going participation in professional development opportunities.
Effectively apply skills and experiences acquired in Melbourne Water rotations.	<ul style="list-style-type: none"> Shares and / or contributes knowledge with peers in project and professional development contexts. Seeks opportunities to acquire skills and experiences which can be transferred to a variety of Melbourne Water contexts.
Complete an action learning project.	<ul style="list-style-type: none"> Works with other graduates and relevant water industry staff to <ul style="list-style-type: none"> Identify Analyse and Make recommendations in relation to a current or imminent issue facing Melbourne Water and / or the water industry. Reflects and acts on insights gained through the experience.
Understand and apply Melbourne Water's corporate values of care, integrity and courage.	<ul style="list-style-type: none"> Identifies and acts on issues which present risks (safety, co-workers, and stakeholders). Acts ethically and professionally in their Melbourne Water roles. Questions and challenges situations and processes which are contrary to the interests of Melbourne Water, its staff and stakeholders.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Minimum undergraduate degree qualification in related field acquired no earlier than two years before commencing the graduate program.
- Good interpersonal skills including the ability to work with diverse groups and communicate with stakeholders.
- Experience in problem-solving and dealing with ambiguous challenges.
- Excellent organisational skills with the ability to deliver outcomes within agreed timeframes under general supervision.
- Demonstrated ability to effectively report and present written and oral responses to teams.

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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

- Dependent on placement at the time, but will include current supervisor and team.
- Graduate and Scholarships Lead in People and Capability.

EXTERNAL

- Water industry stakeholders (e.g. managers, experts and graduates in programs based at retailers and industry associations).
- University students and staff as required at events such as presentations and recruitment fairs.

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:

- Recent tertiary degree in relevant discipline.
- Australian or New Zealand citizenship, or you have Australian Permanent Resident (PR) status at the time of application.
- Criminal Records Check
- Current, full Victorian driver's license
- Subject to specific rotation requirements, your role *may* require:
 - Medical Assessment
 - Working with Children Check
 - Ability to swim at a competent level due to any work near, on or in water.

Location: Multiple Melbourne Water sites. We are based in Docklands and have sites in several locations in and outside of Melbourne. Your assigned rotation will determine your main location.

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