

## MW ROLE MANDATE

<b>Position</b>	<b>Healthy Waterways Strategy Coordinator</b>	<b>Reports to</b>	<b>Manager Service Programs Healthy Waterways</b>				<b>Group</b>	<b>3</b>
<b>Division</b>	<b>Service &amp; Asset Lifecycle</b>	<b>Span of Control</b>	Direct Reports:	0	Indirect Reports:	0	<b>Grade</b>	<b>16</b>
<b>Role Purpose</b>					<b>Measures of Success</b>			
<p>This role supports the Region-wide Leadership Group (RLG). The RLG has a key leadership role to oversight the successful delivery of the Healthy Waterways Strategy (HWS) for the Port Phillip and Westernport region. The RLG advocates, provides direction and influences those agencies and groups whose efforts are critical to deliver HWS outcomes.</p> <p>Supporting the RLG includes organising regular meetings, writing and coordinating papers, developing recommendations and acting on direction provided by the RLG to progress and improve the implementation of the strategy. This also includes facilitating the collation of data and information on partner planned activities of the HWS, communicating and reinforcing the RLG considerations and directions to the delivery partners, facilitating co-delivery and collaboration opportunities at the regional scale, and supporting RLG initiatives to improve implementation and delivery of the HWS.</p>					<p><b>Time focus:</b> (see detail over page)</p> <p>35% Influencer      5% Strategist 30% Contributor      30% Driver</p>			
<b>Key Individual Accountabilities</b>					<b>Qualifications &amp; Experience</b>			
<p>Support the RLG to oversee and drive the effective implementation of the HWS:</p> <ul style="list-style-type: none"> <li>Advise the RLG on HWS implementation priorities</li> <li>Act as a communication conduit between the RLG and key delivery partners across the sector</li> <li>Facilitate communicating the RLG's considerations and directions to partners, providing partners' feedback and insights to the RLG</li> <li>Facilitate the implementation of RLG initiated actions and interventions, including identifying collaborative opportunities</li> <li>Provide secretariat and other support as directed by the chair of the RLG</li> <li>Report, measure and evaluate RLG effectiveness and RLG directed collaborative activities against HWS and business objectives</li> <li>Influence RLG partner agencies regarding their priorities to align them to HWS priorities</li> </ul> <p>Provide expertise in these areas:</p> <ul style="list-style-type: none"> <li>Develop, maintain and influence key strategic internal and external relationships.</li> <li>Support the development of future Healthy Waterways Strategies</li> <li>Manage the budget for HWS Implementation for co-delivery</li> <li>Support the strategic alignment of the HWS with other guiding strategies and plans including Yarra Strategic Plan, Biodiversity Conservation Action Plan and Regional Catchment Strategy</li> </ul>					<ul style="list-style-type: none"> <li>Degree qualified in relevant discipline and/or extensive experience in a similar role in the environment and water sector</li> <li>Extensive experience leading and influencing cross-sectoral initiatives in complex operating environments</li> <li>Experience working in a corporate environment, and the ability to embrace complexity and ambiguity and translate them into concrete working programs and deliverables</li> <li>Experience in coordinating workshops and events</li> </ul>			
<b>Key Shared Accountabilities</b>					<b>Technical Capability</b>			
<ul style="list-style-type: none"> <li><b>Our People:</b> Engagement Scores, NNWW, Performance Management, Resource Planning, Team Succession Planning</li> <li><b>Financial Sustainability:</b> Overall MW Budget and Business plan deliverables</li> <li><b>Customer and Community:</b> Team NPS score as a service; Team Customer Satisfaction and Reputation Scores</li> </ul>								

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<ul style="list-style-type: none"> <li>• <b>Safety Leadership:</b> <i>TRIFR, HPIFR, Claims costs and Safety Scores from C&amp;E survey</i></li> <li>• <b>Vision and Purpose:</b> <i>Communicates and inspires a shared Team vision and strategic direction</i></li> <li>• <b>Risk:</b> <i>Ensures proactive oversight, governance and assessment of risk management consistent with the Risk Management framework.</i></li> </ul>		<ul style="list-style-type: none"> <li>• Ability to build and maintain trusting relationships and influence stakeholders within the organization and across the sector</li> <li>• High level written and verbal communication skills</li> <li>• Capability to understand and communicate complex challenges from a systems-perspective</li> <li>• Technical understanding and ability to strategically identify critical 'leverage points' and highlight opportunities to influence the whole system, not just one component</li> </ul>
<b>Decision Rights – Owns</b>	<b>Decision Rights - Influences</b>	
<ul style="list-style-type: none"> <li>• Execution of Team Strategy and business plan deliverables</li> <li>• Approval of financial expenditure (within delegated authority)</li> </ul>	<ul style="list-style-type: none"> <li>• Embedding a Safety culture across the organisation</li> <li>• Team's operational budget</li> </ul>	

Time Focus			
Influencer	Strategist	Contributor	Driver
<ul style="list-style-type: none"> <li>• Influence change across your team and organisation to accelerate strategy execution, mind-set change and accountability</li> <li>• Build strategic internal and external relationships i.e. across business and relevant external markets (peers, customers, partners, govt.)</li> <li>• Support General Manager/Chief/Head of</li> </ul>	<ul style="list-style-type: none"> <li>• Position your business and the enterprise for the future</li> <li>• Use foresight thinking for innovation. Bring business knowledge, continuous improvement and insight to create distinctive value</li> <li>• Have a point of view on strategic business issues and challenges</li> <li>• Take action to maximise opportunities created by the changing business environment, for the business</li> <li>• Act to support the overall strategy – commercial, market, customer and people – while managing the impact on own team</li> </ul>	<ul style="list-style-type: none"> <li>• Working with others to achieve business objectives, contributing knowledge, skills and experience to organisational outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on efficient operation of business, ensuring risk, compliance and customer outcomes are delivered</li> <li>• Driving operational effectiveness, process improvement, achieving budget targets, and ensure consistent audit outcomes</li> </ul>