

# MELBOURNE WATER POSITION DESCRIPTION

## Intergrated Water Management Planner

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Area Lead Integrated Water Management	This role has 0 direct reports, and a team of 0 employees.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>Contribute to preparing Melbourne Water for future urban development and challenges such as climate change and population growth by identifying and leading activities in Integrated Water Management (IWM). This includes progress of key IWM projects and resultant business cases for Melbourne Water infrastructure investment. Conducted in collaboration with internal and external stakeholders and consultants, under limited supervision and with support from Area Lead IWM to enable delivery of the Strategic Direction and Business Plan IWM targets.</p> <p>The IWM Planner operates in dynamic environments characterised by ever-changing customer demands, broadly stated objectives and policy, the need for frequent face-to-face decision making in determining outcomes and/or courses of action. It is complex and novel work that is undertaken under high level direction.</p>	
KEY ACCOUNTABILITIES:	
<p><b>Investigations, Planning and Business Needs Identifier Business Case Development</b></p> <ul style="list-style-type: none"><li>Lead the preparation of place-based IWM plans for urban development in collaboration with internal and external stakeholders and consultants.</li><li>Lead project scoping, management and preparation of investigations, plans, analysis, options assessments and business needs identifier business cases for alternative water and waterway health projects.</li><li>Manage technical and strategic complexity with limited supervision, bring innovative solutions and provide advice and expertise to the Integrated Networks team and its customers related to integrated water management, stormwater management and waterways.</li></ul> <p><b>Stakeholder Relationships, Communication and Collaboration</b></p> <ul style="list-style-type: none"><li>Collaborate with and facilitate cross-functional groups to share planning information with stakeholders and customers and undertake investigations and planning.</li><li>Establish and maintain strategic partnerships within Melbourne Water and externally to deliver IWM projects.</li><li>Develop productive relationships within relevant areas of Melbourne Water to ensure IWM solutions, including stormwater harvesting schemes, are designed and delivered to the expected level of service. This includes providing expertise and guidance to assist internal stakeholders and developers with development-scale IWM planning and design and delivery of new asset classes.</li><li>An understanding of how IWM will impact on other parts of the Melbourne Water business, working with relevant internal stakeholders to ensure future readiness. To ensure successful implementation and buy-in of outcomes across the business.</li></ul> <p><b>People</b></p> <ul style="list-style-type: none"><li>Project management of projects with multidisciplinary teams, be mentored and involved in setting both personal and team performance and development plans.</li></ul> <p><b>Safety</b></p> <ul style="list-style-type: none"><li>Taking care of own and colleagues Health and Safety (physical and mental wellbeing) through identification and reporting of hazards and active involvement in improvement initiatives.</li></ul>	
KEY RESPONSIBILITIES	KPIs
Lead the development of place-based IWM plans.	2 Melbourne Water or external-led place-based IWM plans completed

Job Level: EA 7

Assessed by: P&C

Date Assessed: April 2022

Date Reviewed: April 2022

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	each year. That are in line with Melbourne Water business priorities and strategic objectives.
Lead components of the development, implementation and management of IWM business cases and feasibility studies.  Contribute to the multi-disciplinary and multi-stakeholder investigations and planning initiatives.	With limited support, development and approval of business cases to facilitate implementation of IWM Plans in line with agreed plans, actions and targets  With support, development and approval of BNIs & PBCs to facilitate implementation of IWM infrastructure.
Maintain a strong working relationship between peers within the Customer and Strategy, Integrated Planning and Service Delivery Groups.  Build strong working relationship with external stakeholders to enable positive delivery of multi-organisation driven IWM projects.  Be part of a positive culture of trust and transparency with teams and customer groups	Positive feedback from internal & external stakeholders.
Ensure that work done by consultants is delivered on time and within budget, with good management of monthly finances such that variances from forecasts are minimised.	Less than 20% difference between actual and forecast milestone timings.  Less than 20% difference between actual and forecast expenditure.  Stakeholders understand the reasons for and agree with variations in milestone timings and expenditure.  •

### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Strong understanding and experience in Integrated Water Management and the role it can play in delivering liveability, water security and waterway health outcomes.
- Proficient in stormwater, waterway and catchment management planning, modelling & analysis in an integrated water system context.
- Proficient in developing & applying advanced techniques and knowledge to enable the development and delivery of IWM solutions and its relevant infrastructure needs. Skills to be applied include options assessment (risk assessment, multi criteria assessment, cost benefit analysis, business case development) as well as technical ( application or interpretation of hydrological and hydraulic modelling, GIS etc)
- Able to use own judgement in a problem and solution definition through excellent consultation, conceptual and analytical skills.
- Comfortable with ambiguity, have an ability to act or define next steps without knowing all the detail
- Prepare clear and concise reports and presentations to communicate findings and recommendations. Support the preparation of Executive papers and briefings.

Job Level: EA 7

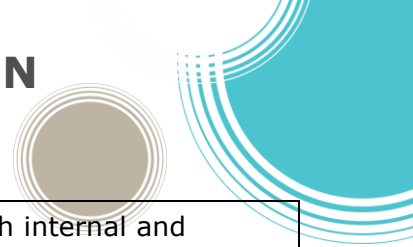
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- Excellent ability to develop and maintain customer-centric relationships with internal and external stakeholders.
- Demonstrated ability to influence decisions, understand needs of others and communicate Melbourne Water's position clearly, confidently and persuasively.
- Demonstrated behaviours of empathy, active listening, courage and integrity that encourage positive conversations and achieve development of shared outcomes.
- Ability to adapt, determine their own priorities and operate with greater independence in dynamic environments.

### KEY RELATIONSHIPS:

Responsible for managing project related customer and stakeholder relationships and service interactions, and working proactively to deliver a consistent customer experience.

#### Internal

- The role will be required to facilitate and work with collaborative multidisciplinary teams with a focus on Integrated Planning, Developer Services, Asset Management and Regional Services.

#### External

- The role will be required to project manage collaborative planning and maintain constructive working relationships with the Melbourne Retail Water Businesses, Local Government, Department of Environment, Land, Water and Planning, Victorian Planning Authority, developers and the community on an as required basis.

### 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:

- Degree in Engineering or science, or equivalent industry experience, with several years related industry experience
- Victorian Driver's License

Location: Flexible working location available. Office based work is from 990 La Trobe Street, Melbourne 3008

Job Level: EA 7

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