

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 mentors in the Legal team in three rotations over 24 months. The graduate will provide legal support to the General Counsel and the Legal team.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none">• Take on work responsibilities in present rotation commensurate with abilities and experiences.• 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.• Demonstrate well developed written and oral interpersonal and communication skills.• Ensure adherence to confidentiality, ethical and legal professional standards.• Participate in legal CPD seminars and workshops.• Exercise effective time management skills and attention to detail.• Perform tasks accurately with the ability to multitask and prioritise.• Effectively liaise with internal and external stakeholders.• Apply learnings acquired at Melbourne Water to a broader water industry context.• Take care of own and colleagues' Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.	
KEY RESPONSIBILITIES	KPIs
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 assigned work projects.	<ul style="list-style-type: none">• Works with the Legal team to provide support on transactional matters including:<ul style="list-style-type: none">◦ Drafting, reviewing and negotiating minor contracts (procurement, research, funding and general commercial);

Job level: EA 3

Assessed by: P&C

Last reviewed date: September 2021

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	<ul style="list-style-type: none">○ Drafting, reviewing and negotiating non-disclosure agreements;○ Analysing, reviewing and responding to contract departures; and○ Assisting with advice work.• 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 Law acquired no earlier than two years before commencing the graduate program.
- Completion of practical legal skills training course and possession of a legal practising certificate.
- 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.
- Well developed written and oral interpersonal and communication skills.
- Effective time management skills and attention to detail and accuracy.

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

- Current supervisor in Legal team.
- Graduate and Scholarships Lead in People and Capability.
- General Counsel.
- Legal Team.
- Melbourne Water employees at all levels.

EXTERNAL

- Water industry stakeholders (e.g. managers, experts, staff and graduates at retailers and industry associations).
- VCAT and courts.
- External legal providers.
- Staff of government departments (eg DELWP, EPA).
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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: Docklands Melbourne Water site.

Job level: EA 3

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