

# MELBOURNE WATER POSITION DESCRIPTION

## Partnerships Coordinator

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Principal, Integrated Services Engagement	This role has nil direct reports
THIS ROLE EXISTS TO: (PURPOSE)	
The Partnerships Coordinator primarily exists to lead collaborative projects and supporting tasks that deliver on Regional Catchment Strategy performance objectives. The role may also be required to support initiatives that deliver on other performance objectives for other key strategies as required.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> <li>Lead collaborations with co-delivery partners, engaged community groups and other relevant stakeholders to achieve strategy performance objectives</li> <li>Coordinate the implementation, reporting and monitoring of environmental projects aligned with the Regional Catchment Strategy or other relevant strategies.</li> <li>Provide executive support to partnership committees and any other relevant reference and technical groups. This involves agenda preparation, minutes, action tracking and progress reporting.</li> <li>Establish and manage service agreements, contracts and similar documents with stakeholders and service providers, and oversee the delivery of contracted outcomes.</li> <li>Manage monitoring and reporting on the implementation of the projects and the delivery of project outcomes against key milestones.</li> <li>Ensure the acquittal of funds secured for projects. This will include monitoring regular financial reports and reporting on any current or emerging issues.</li> <li>Maintain close and effective working relationships with team members, other Melbourne Water employees and a range of external stakeholders.</li> <li>Adopt and apply Workplace Health and Safety policies and procedures to ensure a safe work environment.</li> <li>Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</li> <li>Be actively involved in the Melbourne Water's professional development program and committed to achieving high levels of performance.</li> <li>Positively represent the Melbourne Water at relevant public and industry forums.</li> <li>Undertake other relevant duties as required</li> </ul>	
KEY RESPONSIBILITIES	KPIs
<b>Project Partnerships</b> <ul style="list-style-type: none"> <li>Build trusting relationships with co-delivery partners to support the achievement of performance objectives and shared outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of a partnership agreement for each project</li> </ul>
<b>Project Coordination &amp; Performance</b> <ul style="list-style-type: none"> <li>Drive the achievement of on ground results together with co-delivery partners and other stakeholders in a complex and changing environment</li> <li>Coordinate and schedule meetings with partners and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of a works program for each project</li> <li>Meetings scheduled and actions completed on schedule</li> <li>Agreed targets and plans achieved</li> </ul>

Job level: EA6  
 Assessed by: P&C  
 Date Assessed: October 2021  
 Last reviewed date:

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<ul style="list-style-type: none"><li>Successfully influence and drive works program related to each partnership project.</li></ul>	
<b>Project Administration</b> <ul style="list-style-type: none"><li>Maintain and update project schedule</li><li>Maintain and update project risk register</li><li>Maintain project Info folders and document control</li></ul>	<ul style="list-style-type: none"><li>Project documents are updated</li></ul>
<b>Relationship Management</b> <ul style="list-style-type: none"><li>Coordinate partner and stakeholder updates and communication</li><li>Develop and maintain positive and effective relationships to influence outcomes</li></ul>	<ul style="list-style-type: none"><li>Reputation survey results and associated targets</li><li>Feedback from internal and external stakeholders</li></ul>

### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

#### Essential

- A sound understanding of innovative collaboration and engagement approaches
- Demonstrated coordination of significant projects on time, within budget, and in collaboration with multiple external partners. Of particular importance is experience in project logic and adaptive management.
- Proven ability to provide executive support for groups and organisations.
- Experience in developing contracts with service deliverers and overseeing their delivery.
- The proven ability to develop and manage strong relationships and partnerships with external organisations. This includes experience in negotiating preferred outcomes.
- 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 is essential.
- A high degree of self-motivation, autonomy, resilience, adaptability and leadership.
- Well organised and outcomes focused with skills in planning, priority setting and time management.
- Ability to think creatively, to work under pressure and recognise and respond to sensitive issues
- A demonstrated ability to work cohesively with Government Departments and statutory authorities
- 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.

### 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.

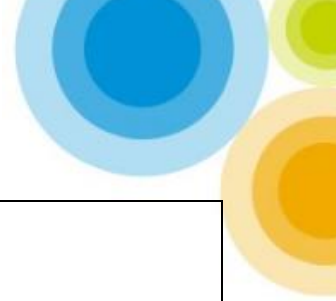
#### Internal

- Waterways and Catchment Operations Direct Reports and Team Leaders
- Customer and Strategy
- Asset management Services

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- Identified project team members from various part of the business

### **External**

- Community, Engagement Community, Local Government, Government Agencies, Industry Partners & Traditional Owners

### **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:

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

Location: Regional location as agreed with travel to other sites as required

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