

POSITION DESCRIPTION



Position	Operations & Strategic Projects Manager
Location	Little Lonsdale Street, Melbourne
Reports to	CEO
Position Overview	
<p>VicWater's purpose it is to assist members to achieve extraordinary performance while helping to influence the future of the Victorian water industry.</p> <p>A new strategy 'Better Together' has identified key areas to ensure the highest level of support and leadership for the industry. The drivers are:</p> <ul style="list-style-type: none"> • influence policy and regulation • connect leaders and facilitate collaboration • be a catalyst for thought leadership and action • support the sector for the ever-changing future • galvanise resources for collective value <p>The Operations and Strategic Projects Manager has overall responsibility for the planning, implementation, control and reporting of industry supported special projects, often working with specific member steering committees.</p> <p>This role is a catalyst for thought leadership and action. The incumbent will proactively seek relevant new insights and ideas and identify emerging trends from engaging with institutions, industries and individuals, who are not necessarily traditional partners to the water industry, to develop and implement strategies that connect members with new ways of thinking including key trends.</p> <p>A key deliverable of this role is to link leaders in the water sector through opportunistic and innovative programs and initiatives and create an enhanced value offering for our members.</p> <p>This role operates as the '2IC' to the CEO and will input to Board and scorecard reporting and assume acting duties as required</p>	
Knowledge, Experience & Qualifications	<ul style="list-style-type: none"> • Experience in researching, writing and presenting high level insight papers • Prior experience or strong knowledge of research protocols and strategy development • Understanding or experience in generating thought leadership across a sector • Knowledge and understanding of water or environment industry operations or similar highly regarded • Knowledge and understanding of the machinery of government, regulatory and compliance frameworks highly regarded • Experience in managing and delivering multiple projects • Experience working with, managing and influencing committees or project teams • Tertiary qualification in science, engineering, environment, sustainability or other relevant discipline highly regarded

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Responsibilities:	
Be an Effective Leader	<ul style="list-style-type: none"> • As a manager, provide direction and role clarity, set performance expectations, develop staff and ensure a safe and productive work environment. Ensure a consistent, fair and supportive approach to individuals and create a constructive, achievement orientated team culture • As 2IC and when acting CEO, provide consistent leadership across the organisation and role model behavioural standards set by the CEO and Board
Deliver Exceptional Outcomes for Members	<p>Undertake research as approved in the Business Plan or by the various VicWater forums</p> <ul style="list-style-type: none"> • Develop position papers, trial projects and provide insights that add value for members • Provoke disruptive thinking to ensure leading edge initiatives and programs are created • Provide input and content for VicWater communications in partnership with the Manager, Member Experience • Develop and manage structured project plans to deliver value to member organisations • Provide members with insights on water sector opportunities
Manage Relationships and Influence Effectively	<ul style="list-style-type: none"> • Proactively develop effective relationships: <ul style="list-style-type: none"> ○ with industry leaders ○ at senior levels of Government ○ with thought leaders in priority areas within Universities, private industry and not for profit to test and develop new insights and create productive partnerships • Work with stakeholders to secure external project funding to enhance members funds • Provide senior representation of VicWater in consultation with the CEO
Think and Act Strategically	<ul style="list-style-type: none"> • Provide insights on emerging priority areas to the VicWater CEO, Board and members • Work with key stakeholders including at MD and Chair forums and ensure prioritised future focussed projects are represented and progressed • Source and develop networks in new and emerging areas of interest • Engage with a wide range of stakeholders in a strategic context to generate new thinking and create opportunities for members • Pro-actively seek to understand key issues and future challenges of the industry
Business Acumen	<ul style="list-style-type: none"> • Understand the financial framework of the business, with a reasonable level of financial literacy • Understand impact of projects and initiatives in the broader business context, particularly cost and resourcing impacts • Provide accurate and timely project reports • Contribute to maintaining a safe and healthy workplace

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Personal Attributes	<ul style="list-style-type: none">• A healthy curiosity, respectful persistence, and a willingness to try new things• A desire to learn and share knowledge, and ability to think outside the square• Highly developed verbal and written communication skills with ability to simplify and summarise complex messages• Highest standards of professional ethics
Key selection criteria	<p>Demonstration of:</p> <ol style="list-style-type: none">1. Ability to make sense of current and future industry challenges and to explore, speculate, develop and deliver strategic projects for the industry2. High levels of verbal and written communication skills and capacity to research and digest information, connecting and forming ideas and presenting effectively to a diverse range of stakeholders3. Ability to engage effectively with a geographically dispersed membership to understand their diverse needs and translate into effective projects and initiatives that add collective value4. Capacity to set and deliver an ambitious workplan that aligns with strategy and delivers exceptional value to members5. Ability to represent the organisation at a variety of forums <p>Note: A current Victorian drivers licence is essential as this role may require intra-state travel</p>