

Position Description: Environmental Water Coordinator at the Victorian Environmental Water Holder

Position Description

The Environmental Water Coordinator will work in a small team and play a key role in ensuring Victoria's environmental water entitlements are best managed to improve the environmental condition of rivers, wetlands and floodplains.

This will include contributing to water planning and reporting processes, program development, liaison with officers of key delivery partners, participation in community consultation, and supporting the decision making of the Commission and executive management team.

Position Details

Position Location	8 Nicholson Street, East Melbourne	
Position Title	Environmental Water Coordinator	
Position Number	50820797 and 50923152	
Classification	VPS 4	
Salary Range	\$88,955 - \$100,930 + super	
Position Tenure	Fixed Term – 1 year (50820797) Fixed Term – 3 years (50923152)	Time Fraction: Flexible (preferably 1.0 FTE)
Contact for Position Enquiries	Mark Toomey, Team Leader Portfolio Management PH: 0478 101 757	

Organisation Overview

The Victorian Environmental Water Holder (Water Holder) is an independent statutory body responsible for managing Victoria's environmental water entitlements (the Water Holdings), in cooperation with partners, to improve the environmental health of rivers, wetlands and floodplains.

The Water Holder's core organisation values and example behaviours and attitudes are:

- Collaboration (e.g. we respect and complement our partners)
- Integrity (e.g. we are accountable for our actions)
- Commitment (e.g. we value healthy rivers, wetlands and floodplains)
- Initiative (e.g. we aspire to be leaders in what we do).

The Water Holder is comprised of four part-time Commissioners, supported by a small office of two Co-Chief Executive Officers and support staff including technical, communications, engagement and administrative roles.

In managing the Water Holdings, the Water Holder's key partners are the Department of Environment, Land, Water and Planning (DELWP), waterway managers (catchment management authorities and Melbourne Water), other water holders (including the Commonwealth Environmental Water Office and the Murray-Darling Basin Authority), storage managers and land managers.

The Victorian Environmental Water Holder uses administration services provided by DELWP, and commits to their human resource policies, systems, procedures and organisational values.

For more information on the Victorian Environmental Water Holder, visit <http://www.vewh.vic.gov.au>

Position's Key Accountabilities

1. Provide direction and contribute to planning for use of the Water Holdings, including assessment of seasonal watering proposals and development of the seasonal watering plan and seasonal watering statements, to inform the prioritisation of watering actions across the State.
2. Contribute to the management of the Water Holdings, which will include assessment of water use, trade and carryover options, and providing input to the development of delivery plans, operating arrangements and metering plans.
3. Report on the Water Holdings, including overseeing water accounting processes and inputting to ecological monitoring projects, to track the use of environmental water and report on the outcomes.
4. Effectively liaise with officers of key delivery partners and broader stakeholders to ensure coordinated and effective delivery of environmental water.
5. Participate in community consultation processes, including attendance at environmental water advisory group meetings.
6. Support the ongoing development of the environmental water program by contributing to strategic projects that are led by the Victorian Environmental Water Holder or policy reform projects that are led by the Department of Environment Land Water and Planning or other program partners.
7. Support the Commission and executive management team, including development of briefing papers.

Key Selection Criteria

Specialist / Technical Experience

Desirable: Appropriate tertiary degree in science, engineering or natural resource management or a related field, or an equivalent accreditation or working/industry experience.

<p>Key Competencies Required</p>	<p>Applicants are encouraged to outline their relevant experience <u>against each of the following</u>:</p> <ol style="list-style-type: none"> 1. Understanding of water entitlements, environmental flows and ecology in Victoria: Demonstrates knowledge or experience of the water allocation framework and management of environmental flows, catchment management and water ecology in Victoria. 2. Stakeholder management: Identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships. Identifies and responds to underlying needs and finds innovative solutions to resolve stakeholder issues. 3. Planning and organising: Identifies processes, tasks and resources required to achieve a goal; establishes systems and procedures to guide work and track progress 4. Written and verbal communication: Prepares briefs, letters and reports using clear, concise and grammatically correct language; confidently conveys ideas and information verbally in a clear and interesting way; ensures written and verbal communications contain the necessary information to achieve their purpose. 5. Data management: Demonstrates the ability to review, verify, manage and report on complex data.
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Position specific requirements	
The Position Reports to	Team Leader Portfolio Management, Team Leader Planning and Reporting, or Team Leader Environmental Water Delivery
Financial Delegation Value	\$0. A declaration of Private Interests will be required for positions with financial delegations of >\$20,000
HR Delegation Level	Nil
This position has the following specific requirements:	<p>National Police Check will be conducted as part of the selection process (for all non-DELWP employees).</p> <p>Victorian Driver's Licence is required.</p> <p>This position will require occasional overnight travel.</p>

Health and Safety Requirements

- The occupational health and safety requirements of this position include, but are not limited to:
 - Driving
 - Sedentary desk work

Other Relevant Information

Employment Eligibility

- Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply
- Non-VPS applicants will be subject to a probation period of six months.

Join a Workplace Based on Fair Employment

The VEWH through the department offers fair employment and career opportunities. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Aboriginal Cultural Safety

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DELWP is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact self.determination@delwp.vic.gov.au.

Balancing your Life

We understand that life balance is an important part of our employees' lives. The VEWH through the department offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Equal Opportunity Employer

The VEWH is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the department to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed under 'Position Details'.

Terms and Conditions

Conditions of employment will be governed by the *Victorian Public Service Enterprise Agreement 2020* and the *Public Administration Act*.

Privacy and Probity

The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please call the Customer Service Centre on: 136 186, TTY: 133 677, or email customer.service@delwp.vic.gov.au.