**Position Description: Environmental Water Coordinator**

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| **Position Details** | |
| **Position Title:** | Environmental Water Coordinator |
| **Position Number:** | 50923152 |
| **Classification:** | VPS 4 |
| **Salary Range:** | $97,955 - $111,142 + super |
| **Employment type:** | Fixed Term – to 31 pDecember 2026 |
| **Work Location:** | 8 Nicholson Street, East Melbourne Hybrid work arrangement available Yes  No |
| **Reports to:** | Jarred Cook, Team Leader Planning and Reporting |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Chris Solum, Executive Manager Planning and Delivery  PH: 0436 640 791 |
| **Position Purpose** | |
| 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. | |

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| **Organisation Overview** |
| The Victorian Environmental Water Holder (VEWH) is an independent statutory body responsible for managing Victoria’s environmental water entitlements, in cooperation with program partners, to improve the environmental health of rivers, wetlands and floodplains.  The VEWH’s core organisation values and example behaviours and attitudes are:   * Collaboration - we respect and complement our partners * Integrity - we are accountable for our actions * Commitment - we value healthy rivers, wetlands and floodplains * Initiative - we aspire to be leaders in what we do   The VEWH is comprised of four part-time Commissioners, supported by a small office led by the Chief Executive Officer and specialist team members including those in technical, communication and administrative roles.  In managing the Water Holdings, the VEWH’s key program partners are the Department of Energy, Environment, and Climate Action (DEECA), waterway managers (catchment management authorities and Melbourne Water), other water holders (including the Commonwealth Environmental Water Holder and the Murray-Darling Basin Authority), storage managers, land managers and Traditional Owners. The VEWH is committed to increasing the self-determination of Victoria’s Traditional Owners in the environmental watering program.  The VEWH’s corporate services are provided by DEECA. Our teams commit to DEECA’s human resource policies, systems and procedures and organisational values, and we recruit under [Victorian Public Service Enterprise Agreement 2024](https://www.dtf.vic.gov.au/sites/default/files/2024-10/Victorian-Public-Service-Enterprise-Agreement-2024.pdf).  For more information on the Victorian Environmental Water Holder, visit [www.vewh.vic.gov.au](http://www.vewh.vic.gov.au) |

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| **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 Energy, Environment, and Climate Action (DEECA) or other program partners. 7. Support the Commission and Executive Management team, including development of briefing papers. 8. To practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate. |

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| **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.  **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. |
| **Capabilities** | 1. **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. 2. **Project delivery:** Defines tasks to be delivered to meet agreed outcomes. Coordinates and guides others in the execution of work activities. Monitors progress of tasks against plans and takes corrective action when required. 3. **Communicate with impact:** Prepares and delivers logical sequential and succinct presentations. Uses media appropriate to the audience and presents information to develop the understanding of the topic. Prepares written material using clear, concise and grammatically correct language and identifies key messages and information required for audience. 4. **Data literacy:** Demonstrates the ability to review, verify, manage and report on complex data. Ability to utilise advanced excel formulas, pivot tables and generation of data charts would be an advantage. |

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| **Position specific requirements** | |
| **Financial Delegation Value** | $0. A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| **Health and Safety** | The occupational health and safety requirements of this position include, but are not limited to:   * Driving * Sedentary desk work |
| **DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to:** | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees).  This position will require occasional overnight travel.  Victorian Driver’s Licence is required. |
| **Employment Terms and Conditions** | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act 2004*.  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. |
| **Privacy** | 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*. |

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| **Other Relevant Information** |
| **A Diverse, Inclusive and Flexible Workplace**  DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:  1. We are connected to liveable, inclusive, sustainable communities 2. We are diverse  3. We are inclusive and flexible  4. We are safe and respectful  DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.  **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 VEWH 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@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).  **Balancing your Life / Hybrid Working**  We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy. |

To receive this information 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@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au).