**Position Description: Team Leader Portfolio Management**

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| **Position Details** | |
| **Position Title:** | Team Leader Portfolio Management |
| **Position Number:** | 50818414 |
| **Classification:** | VPS 5 |
| **Salary Range:** | $113,022 - $136,747 |
| **Employment type:** | Fixed Term until 4 September 2026 |
| **Work Location:** | 8 Nicholson Street, East Melbourne Hybrid work arrangement available Yes  No |
| **Reports to:** | Chris Solum, Executive Manager Planning and Delivery |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Chris Solum  PH: 0436 640 791 |
| **Position Purpose** | |
| The Team Leader, Portfolio Management, manages a small team working to ensure that Victoria’s environmental water entitlements are best managed to improve the environmental condition of rivers, wetlands and floodplains.  This position has direct oversight of environmental water accounting, environmental water supply/demand analysis, coordinated delivery of VEWH, CEWH and TLM water, prioritisation of water through use, trade, and carryover, trade strategy development, commerical trade decisions and implementation, and management of environmental and bulk entitlements.  With a focus on water portfolio management, the Team Leader directs and mentors environmental water coordinators to deliver key VEWH outputs, and is expected to provide authoritative advice to the Executive team and Commission.  The Team Leader is also required to contribute to the scoping and delivery of key strategic initiatives for the VEWH, and represent the VEWH in relevant partner and stakeholder forums. | |

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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 on the management of the VEWH’s water portfolio, including the preparation of the annual Trade Strategy and its implementation, management of water accounts and water data reporting, and prioritising the management of water through use, carryover and trade, to ensure adequate supply of water allocation to meet environmental objectives in each system. 2. Provide authoritative advice, including the preparation of complex briefs assessing a range of options and making recommendations, to support decision making of the executive team and the Commission on the commitment of water and financial resources across the State, and inform trade-offs between water use, carryover and trade. 3. Supervise planning and management of the Water Holdings, in delegated river systems. This includes assessment of seasonal watering proposals and input into the development of the seasonal watering plan and seasonal watering statements, to inform the prioritisation of watering actions across the State. 4. Lead or contribute to the establishment, review and management of environmental and bulk entitlements held by VEWH. Review and develop system operating procedures and water accounting procedures of the VEWH and other parties. 5. Negotiate and liaise with senior officers of key delivery partners to ensure coordinated and effective delivery of environmental water. 6. Manage and mentor staff to ensure delivery of team outputs: Track and recognise employee performance while promoting professional development of individuals and building team capacity. 7. 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.  Required:   1. A sound understanding of the Victorian water management framework, water trading systems and rules, and river operations. 2. Knowledge of environmental water delivery, including multi-jurisdictional arrangements in the southern Murray Darling Basin |
| **Capabilities** | 1. **Stakeholder Management**: Identifies issues in common for one or more stakeholders and uses them to build mutually beneficial partnerships; Identifies and responds to stakeholder’s underlying needs; Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.      1. **Innovation and Continuous Improvement:** Uses understanding of clients or stakeholders’ context to design and implement systems for continuous improvement within team or organisation; Reviews and analyses internal and external information to improve effectiveness and quality of work; Creates team environments where innovation and creativity are fostered and rewarded      1. **Developing capability:** Actively seeks to improve others’ skills and talents by providing knowledge, constructive feedback, coaching and learning opportunities; Consistently develops team capability; Recognises and develops potential in others. 2. **Data literacy:** Considers data sources, collection and structure impacts in the delivery of data analysis. Derives value from data sets to enable immediate and/or future decision making (predictive). Ability to utilise advanced excel formulas, pivot tables and generation of data charts is required. |

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| **Position specific requirements** | |
| **Financial Delegation Value** | $50,000. 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).