

Position Description

<i>Position Title:</i>	Manager/Coordinator Strategy & Innovation	<i>Effective Date:</i>	February 2020
<i>Department:</i>	Strategy	<i>Job Location:</i>	Bairnsdale Office
<i>Reports To:</i>	Executive Manager Strategy	<i>Supervises:</i>	Nil
<i>External Contacts:</i>	Consulting engineers, contractors, customers, general public, material and equipment suppliers, Department of Environment, Water, Land and Planning (DEWLP), Department of Health and human Services (DHHS), East Gippsland Catchment Management Authority (EGCMA), East Gippsland Shire Council (EGSC), Environment Protection Authority (EPA), Essential Services Commission (ESC), other water corporations and other statutory bodies.		
<i>FTE Classification:</i>	1.0	<i>Position Number:</i>	TBC
<i>Prepared By:</i>	Executive Manager Strategy	<i>Approved By:</i>	Executive Manager Organisational Development

Purpose of the position:

The Manager/Coordinator Strategy & Innovation is accountable for:

- Developing and periodically reviewing business strategies relevant to the Strategy Department portfolio.
- Supporting and facilitating other business portfolios to develop and periodically review their business strategies and action/facility plans.
- Ensuring our risk management framework is embedded in the development of future strategies, price submissions and corporate plans.
- Developing and reviewing the Infrastructure Investment Program (20 year).
- Managing the Planning and Investigation Program.
- Coordination of research and development programs and projects.
- Reviewing and progressing new business opportunities
- Integrated Water Management
- Environment Scan

What you will be doing:

<i>Responsibility</i>	
Strategic Development	<ul style="list-style-type: none"> • Developing and monitoring a program to write and review strategic plans across the business. • Facilitating and supporting the development of strategic plans across the business. • Acting as 'the conduit' for research and development opportunities that arise (including project management from time to time). • Participating in knowledge sharing forums such as Institute of Water Administration (IWA) special interest groups, Water Services Association of Australia (WSAA) networks, etc. • Supporting the Executive Manager Strategy to monitor developments in the external environment

<i>Responsibility</i>	
	<p>that are applicable to EGW, across all business areas (environmental scan).</p> <ul style="list-style-type: none"> • Strong input into a program of customer engagement to achieve customer-centric business strategies.
Corporate Planning	<ul style="list-style-type: none"> • Supporting the Executive Manager Strategy to provide input to future corporate plans • Supporting the Executive Manager Strategy to write future price submissions. • Ensure our risk management framework is embedded in the development of all strategic plans.
Infrastructure Planning	<ul style="list-style-type: none"> • Developing plans for water and sewerage infrastructure, specifically the 5 and 20 year capital and non-capital work programs as well as developing and maintaining the necessary supporting systems. • Providing support to capital delivery to make necessary adjustments (including prioritisation) to the planned 1 and 5 year capital programs in accordance with relevant policies procedures and practices. • Managing the Planning and Investigation Program including allocation of projects, adjustment of project budgets and expenditure tracking.
Sustainability Planning	<ul style="list-style-type: none"> • Determining/rationalising which 'sustainability' plans EGW require, develop the plans and ensure they are updated regularly.
Stakeholder Management	<ul style="list-style-type: none"> • Liaising with regulators and other statutory bodies regarding long term strategic direction such as; DELWP, DHHS, EPA and ESC. • Participating in industry working groups. • Customer engagement regarding long term planning.
Resource Management	<ul style="list-style-type: none"> • Managing staff and other resources as required in a respectful and effective manner.
Health, Safety and Environment	<ul style="list-style-type: none"> • Ensuring activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Teamwork	<ul style="list-style-type: none"> • Providing general support and assistance to the Executive Manager Strategy. • Carrying out other functions and tasks as required to support the successful operation of the Strategy department. • Working collaboratively and respectfully with all staff across our business.

Responsibility	
	<ul style="list-style-type: none"> Working in line with our corporate values and behaviours.
Records Management	<ul style="list-style-type: none"> Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system.

How you can achieve this:

The Manager/Coordinator Strategy and Innovation will be accountable to the Executive Manager Strategy for the effective and efficient performance of their duties, including:

- Coordination of the business's evidence-based documentation that underpins our five-year pricing submission to the Essential Services Commission.
- Timely, accurate and quality advice regarding development and implementation of strategic plans and infrastructure plans and programs.
- Implementation of projects and tasks, within budget, on schedule and to prescribed and agreed quality standards.

The Manager/Coordinator Strategy and Innovation:

- Has authority to make decisions on matters which are the responsibility of this position, within the scope of the delegation framework
- Is responsible for the application of judgment within established techniques which may or may not be developed internal to the organisation.

This is an autonomous role, and the freedom to act will be set by objectives, policy, and budgets. General guidance and supervision may not always be available.

What you can provide:

Specialist Skills	Required Skills:	<ul style="list-style-type: none"> Ability to analyse performance data, performance indicators, and to prepare associated reports. Understanding of how business strategies contribute to the achievement of overall business objectives. Ability to write clear, accurate and effective strategies, plans and business cases. Demonstrated ability to develop effective strategic frameworks. Ability to efficiently and effectively manage projects (and staff delivering projects) in accordance with budgets and timeframes. Financial acumen and understanding of accounting budgets.
	Desirable Skills:	<ul style="list-style-type: none"> Victorian Water Industry knowledge and the Essential Services Commission price review process. Knowledge of the various acts, regulations, standards, by-laws, and quality assurance processes associated with the water industry. Knowledge of the Workplace Health and Safety standards associated with the water industry.

		<ul style="list-style-type: none"> • Understanding of water industry assets and asset management systems. • Essential Services Commission pricing process. • Customer Engagement • Corporate communications
Management Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Ability to coordinate and progress programs of work across a number of business units. • Ability to manage and provide focus, direction and leadership across the business to deliver programs of work. • Ability to manage time, set priorities, and achieve targets for a diverse range of activities and to complete projects on budget and on time. • A high level of oral and written communication and comprehension skills and the ability to write reports of a technical nature. • Ability to use relevant computer applications and business systems. • Knowledge of the financial budgeting process and ability to prepare and manage budgets. • The ability to work independently and as a part of a team.
	<i>Desirable Skills:</i>	
Interpersonal Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Strong leadership skills to ensure that team spirit and mutual respect is achieved within the organisation. • Ability to gain co-operation and assistance from a large range of stakeholders including; customers, contractors, consultants, suppliers, other staff and counterparts in other organisations • Ability to motivate, develop and train staff. • Ability to role model, promote and support the Corporation's values and behaviours.
	<i>Desirable Skill:</i>	<ul style="list-style-type: none"> •
Qualifications	<i>Required Qualification:</i>	<ul style="list-style-type: none"> • Relevant tertiary qualification from a recognised university or equivalent (degree in engineering, science, finance, law or other relevant field). • Current drivers licence.
	<i>Desirable Qualification:</i>	<ul style="list-style-type: none"> • Post graduate engineering, science qualification with specialisation in water, wastewater or environment, or post graduate qualification in management. • Post graduate finance qualification.
Experience	<i>Required Experience :</i>	<ul style="list-style-type: none"> • Knowledge and skills gained through at least five (5) years' infrastructure project management and/or operation and maintenance experience.

	<i>Desirable Experience :</i> <ul style="list-style-type: none"> • Experience in the water industry, utilities, local government or consultants to the water industry.
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Physical Requirements:

This position may comprise (but not be limited to) the following activities/hazards:

- Driving
- Relatively long periods of sitting and standing
- Keyboarding
- Photocopying
- Reading
- Telephone use
- Light manual handling (lifting/lowering boxes of stationery, reams of paper, infrequent relocation of office furniture, etc. Manual handling activities should not impose unreasonable expectations on the average person. However, personal judgement of capabilities will be expected and not exceeded.)
- Use of standard office equipment – computer, printers, photocopier, shredder, facsimile, laminator, bookbinder
- Minor exposure to normal household chemicals
- Air-conditioned environment

Employees must be capable of fulfilling the requirements of the position with regard to these activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities or impairments unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

Selection Criteria:

1. Relevant tertiary qualification from a recognised university or equivalent (degree in engineering, science, finance, law or other relevant field).
2. A demonstrated high level of understanding and experience in strategy development.
3. Highly developed program management skills combined with the ability to meet work targets, deadlines and utilise a team based approach to achieve quality outcomes.
4. Excellent interpersonal skills ensuring the ability to manage and communicate with individuals at all organisational levels combined with the ability to effectively engage with community stakeholders.
5. Ability to analyse and collate information to prepare reports to a high standard for internal and external use.
6. Positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.