

POSITION TITLE	Water Licensing Projects & Policy Officer
CLASSIFICATION	SRW Enterprise Agreement Professional Services Band C plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
BUSINESS UNIT	Service Delivery
ENGAGEMENT	Full-time, fixed term (2 years)
LOCATION	Negotiable across SRW major offices
REPORTING LINES	<p>Reports to: Manager Water Licensing</p> <p>Direct Reports: Nil</p>
DELEGATIONS	<p>This position has authority to make decisions and direct activities for SRW as conferred by Southern Rural Water’s Instrument of Delegation and as set by:</p> <ul style="list-style-type: none"> • this position description • other directions or instructions specified by SRW or a SRW delegate

POSITION OBJECTIVE

The Water Licensing Projects & Policy Officer provides support to the Manager Water Licensing to ensure they can execute their delegate duty effectively and efficiently. This includes support on day-to-day matters, supporting the broader team through documentation of procedures and supporting training needs, project management as well as input into strategic or policy matters.

The Water Licensing Projects & Policy Officer is responsible for preparing and implementing bespoke licensing processes and project managing consultants and contractors required to support highly complex applications where there is significant organisational risk. The Projects & Policy Officer also supports the organisation to ensure appropriate cost recovery of tasks and costs associated with the preparation for and assessment of highly complex licences.

POSITION SPECIFIC RESPONSIBILITIES

- Develop and implement licensing processes for mine licence renewals and other high-risk applications.
- Lead the procurement and ongoing oversight of consultants required to support licensing determination processes as required.

- Lead SRW's response to special licensing projects (example: retroactively issuing licences to comply with evolving policy and/or government guidance).
- Support the Manager Groundwater and Rivers Operations & Compliance for targeted catchment-based compliance actions by leading the Water Licensing process aspects.
- Work collaboratively with the Senior Customer Experience Officer, Senior Assessment Officers and Assessment Officers to identify and document processes, procedures to ensure strong business continuity.
- Work collaboratively with Learning & Development to build training modules to enhance on-boarding and information transfer.
- Work with the Manager Statutory Functions and Team Leader Customer Experience on implementing cost recovery outcomes.
- Review and revise Local Management Plans in collaboration with relevant staff from within Service Delivery and Strategy, People and Culture (Water Resources).
- Review policy and guidance documents to ensure SRW interests are accommodated.
- Support the Manager Statutory Functions and Manager Water Licensing on issues relating to licences with return water, Traditional Owners licensing, unallocated water, water sales and government led initiatives such as GM2030.
- Prepare reports, briefs, letters and other information as required to support the business
- Provide project management support to the Manager Water Licensing as required.
- Represent SRW at internal and external workshops and meetings relating to water licensing as required.

PEOPLE MANAGEMENT

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Ensure all direct reports, staff (and self) are aware of and adhere to, organisational policies and OH&S requirements.
- Work in a manner that ensures adherence to SRW policies and Corporate Instructions.

OPERATIONAL RESPONSIBILITIES

- Effectively see all tasks through to completion in line with individual tasks/projects, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the organisation's records management policy and adherence to the organisation's written style.

SCHEDULING RESPONSIBILITIES

- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.

- Fulfil emergency related functions including filling an incident management team position, by mutual agreement, in the event that a CIMP is enacted.

HEALTH, SAFETY AND WELLBEING

- Ensure all team members (and self) are aware of and adhere to SRW policies and OH&S requirements.
- Work in a manner that ensures adherence to OH&S requirements.
- Report any hazards, hazardous situations, notifiable incidents, including 'near misses' to immediate supervisor.
- Participate in the resolution of safety issues.

KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated experience in a water licensing or policy related role (eg. 3+ years).
- Demonstrated knowledge of the Water Act 1989 and how it applies to licensing of water use from unregulated rivers and groundwater
- Demonstrated knowledge of the relevant policies and guidance that relate to the licensing of water use from unregulated rivers and groundwater
- Knowledge of the unique opportunities and challenges of the rural water industry
- Demonstrated ability to break complex issues down pragmatically to achieve an outcome
- Ability to work autonomously, managing and prioritising workload demands
- Project management experience and or policy review experience is desirable
- Demonstrated ability to communicate effectively with stakeholders, peers and professional teams in both verbal and written forms.
- Proven ability to exercise professional judgement to draft quality advice, assessments and reports.

QUALIFICATIONS

- A tertiary qualification in a relevant discipline or commensurate experience.
- Qualification in project management (desirable)
- Competent in the use of the Microsoft suite of products

PRE-REQUISITES

- Possess and maintain a current Victorian driving licence.
- Possess and maintain relevant qualifications, licences pertaining to role.
- Ability to travel to and work from other SRW Office locations as required.

SRW VALUES

Adherence to Southern Rural Water's Values as described below:

We are **always safe** and **accountable** working as **one team** to deliver a lasting **legacy**.

DIVERSITY AND GENDER EQUALITY

At SRW we value a diverse workforce, we acknowledge that it is our responsibility to create gender equality and inclusive workplaces where everyone can be their best self, regardless of gender.

EMPLOYEE POLICIES

All SRW employees are required to comply with the Code of Conduct for Public Sector Employees, which can be found by visiting <http://vpsc.vic.gov.au/resources/code-of-conduct-for-employees/>

DATE APPROVED	October 2024
APPROVED BY	General Manager Service Delivery