

Northern Victoria Irrigation Renewal Project



POSITION DESCRIPTION

Position: Project Officer
Reports to: Manager Connections Business Performance
Location: Shepparton
Duration: Up to June 2013
Salary Range: Grade 3

Primary purpose of the position

Reporting to the Manager Connections Business Performance, the Project Officer will undertake an integral role in the business functions of the Modernisation Group to support the delivery of the Connections Program. The incumbent will be required to work in a team, coordinate, manage and deliver business projects and systems.

Organisational Context

The state-owned entity Northern Victoria Irrigation Renewal Project (NVIRP) is a key component of the Victorian Government's strategy to ensure water supplies across the state – Our Water Our Future. NVIRP is responsible for planning, designing and delivering Australia's largest irrigation renewal project upgrading the irrigation infrastructure in the Goulburn Murray Irrigation District (GMID).

The project will be delivered in two stages. Stage 1 works will deliver 225 GL of long-term average annual water savings, which will be shared between irrigators, the environment and Melbourne water users. Eighty per cent of these savings will remain in the GMID. Stage 1 will be funded by the Victorian Government (\$600M), Melbourne Water (\$300M) and Goulburn-Murray Water (\$100M).

Stage 2 works will deliver 200 GL of long-term average annual savings. These savings will be split equally between irrigators and the environment, including Lake Eildon, the Murray and Snowy Rivers. The Commonwealth Government has agreed to fund this stage of the project, allocating an amount of up to \$1 billion. This is currently being considered through a due diligence process.

The project will improve water efficiency with new state of the art technology and reduce losses from leakage, seepage, evaporation and other inefficiencies associated with ageing infrastructure. NVIRP will result in the development of a world class irrigation system and enhance environmental flows and urban water supplies.

Key Stakeholders

Internal Relationships

Modernisation Group
NVIRP Board Members
CEO and Executive Management Team
All other NVIRP Staff
Transfield Services Australia – Managing Contractor

External Relationships

Landowners
Internal Auditors
External Auditors
Department of Sustainability and Environment
Goulburn-Murray Water
Government agencies
Suppliers
Consultants and service providers

Key Accountabilities

	KRA	Tasks
1	Business Support	Work in a small and diverse team to deliver efficient, confidential and accurate business support services including database management, analysis and reporting.
2	Finance/Procurement	<p>Provide support and advice to the Modernisation Group on procurement policies and processes, contract development and management, and associated documentation. Liaise with the organisation's Finance Group to ensure efficient transactions and accurate information transfer to support the delivery of the Connections Program.</p> <p>Operate in accordance with government and organisational procurement policies to:</p> <ul style="list-style-type: none"> - Coordinate landowner incentive payments, associated documentation and reporting; - Provide contract management administration and payment services; - Establish productive working relationships with suppliers and undertake general regular and ad hoc procurement; - Coordinate approvals processes in accordance with program framework, including Internal Review Panel and Board Modernisation Subcommittee.
3	Project Management	<ul style="list-style-type: none"> - Manage specific and ongoing business projects, including research, analysis and development of recommendations, taking into account resourcing and financial requirements; - Prepare and analyse information to assist with management decision making; - Prepare complex operational reports as well as fortnightly, monthly and ad hoc reports on program outcomes for the information of the NVIRP Board and other stakeholders.
4	Communication and Consultation	<p>Play an integral role in the development and delivery of the Connections Program's stakeholder communications by:</p> <ul style="list-style-type: none"> - Planning and managing consultative programs with key stakeholders; - In liaison with the Communications Group, providing input into communication strategies, including innovative planning and opportunity identification, analysis of outcomes, and development of appropriate reporting mechanisms. - Research and investigation, including coordination of stakeholder surveys; - Facilitate development and update of information

		<p>collaterals including fact sheets, electronic communication, media advertising;</p> <ul style="list-style-type: none"> - Planning and managing of public meetings and consultative programs, field days and other communication activities. This will involve liaison with the organisation's Communications Group.
5	Quality Assurance	<p>Contribute to the management and delivery of quality assurance activities in accordance with the Connections Program Operational Guidelines, including:</p> <ul style="list-style-type: none"> - Auditing, analysis and preparation of comprehensive reports and recommendations; - Development and implementation of action plans; - Development and management of processes and systems to ensure program integrity.
6	Policy and Process	<p>Contribute to the development and review of policies and procedures specific to the delivery of the Connections Program, including:</p> <ul style="list-style-type: none"> - Review and refinement of existing policies and procedures; - Provide input and technical advice into the development of new policies and procedures; - Maintenance of program Guidelines and Business Rules, and associated register of documents and amendments.
7.	Occupational Health & Safety	<p>Participation in the organisation's OH&S processes, including:</p> <ul style="list-style-type: none"> - Familiarisation with the organisation's policies and procedures; - Actively participating in the consultation process to contribute to the development of policies and procedures; - Actively monitoring the workplace to maintain a safe working environment for all employees and reporting identified hazards;
8.	Training	<p>Actively participating in the NVIRP OH&S Awareness Training Program and other training as required.</p> <p>Identifying suitable external training courses to contribute to continued service improvement.</p>

Key Selection Criteria

Specialist Skills and Knowledge:

- 1.** Demonstrated experience in a business coordination role, including financial and information management, analysis and reporting to assist management decision making;
- 2.** Demonstrated ability to use initiative and drive to plan and forward manage a diverse workload;
- 3.** Ability to coordinate the development of processes and procedures, and demonstrated experience in implementing change within an organisation or industry;
- 4.** Strong written and verbal communication skills, including the ability to negotiate outcomes and competently manage conflict;
- 5.** Demonstrated experience identifying and applying quality standards, including conducting audits and reviews;
- 6.** Demonstrated ability to think laterally and identify opportunities for improvement together with the ability to work autonomously and in a team to coordinate and deliver projects;
- 7.** An understanding of the organisation's objectives, political environment and irrigation industry and community would be an advantage;
- 8.** Demonstrated experience in information research and analysis;
- 9.** Demonstrated experience developing complex reports and correspondence;
- 10.** Tertiary qualifications in a business related field would be an advantage.