

JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Senior Project Manager: Reconciliation

Team

Division Community Inclusion

Group: Strategy and Community

Reports to (Name / Title): Bronwyn Morphett, Inclusion Team Manager

Budget Mgt Accountability (Opex & Capex Amounts): [Click here to enter text.](#)

2. WHAT DOES THIS JOB DO?

Job Purpose:

Yarra Valley Water's commitment to reconciliation is central to who we are as an organisation. Alongside this, we are deeply committed to inclusion, ensuring that everyone can access our services in the way they need and we leave no one behind. . This position is responsible for:

- Managing and championing our Reconciliation Action Plan (RAP), ensuring we successfully deliver on our commitments, achieve positive outcomes, and continue to grow our organisational maturity and contribution as it relates to reconciliation.
- Building relationships and working in partnership with Aboriginal and Torres Strait Islander organisations to ensure service provision, policy and practice is informed by Aboriginal and Torres Strait Islander perspectives and priorities.

Responsibilities (20 dot points or less):

- Oversee the implementation, evaluation and reporting of our Stretch RAP 2020-2023, including delivery of RAP commitments assigned to Community Inclusion Division.
- Lead the development of future RAPs to support and enhance our 2030 Strategy, ensuring acknowledgement of our shared history and moving forward in a respectful way is embedded in everything we do.
- Contribute to building organisational capacity and understanding of reconciliation.
- Represent YVW on relevant networks and committees to enable ongoing learning and sharing of experiences.
- Provide secretariat support for internal committees to ensure accountability and progress against RAP commitments including the Reconciliation Working Group and Reconciliation Leadership Committee.
- Conduct research, data collation and analysis of information to measure progress and impacts, as well as influence services and policy change.
- Support the Divisional Manager and Team Manager in reporting to the Yarra Valley Water Board.
- Establish effective working relationships with internal and external stakeholders to deliver activities that enhance inclusion and equity outcomes. For example:

JOB PROFILE FORM

- Work with the Aboriginal Partnership Manager and other colleagues to identify and deliver opportunities to support Aboriginal Community Controlled Organisations to meet their aspirations;
- Develop strategies with People, Performance and Culture to build cultural safety and sustainable employment outcomes across the organisation; and
- Engage business areas to implement strategies that deliver reconciliation outcomes including through staff engagement and learning
- Oversee the review and implementation of our engagement plan which outlines how we work with Aboriginal Community Controlled Organisations and ensures our work is guided by Aboriginal and Torres Strait Islander peoples.
- Coordinate our involvement in key dates of significance, such as National Reconciliation Week and NAIDOC week to maximise staff involvement, opportunities for learning and building connection.
- As required, develop and deliver relevant programs and projects to support broader inclusion and equity initiatives.

JOB PROFILE FORM

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)
Experience managing Reconciliation Action Plans (or equivalent) and related initiatives in partnership with Aboriginal and Torres Strait Islander communities or organisations.	Intermediate – Advanced	5+
Proven project and program management experience and demonstrated ability to successfully deliver program outcomes on time and to a high standard.	Intermediate – Advanced	5+
Excellent communication skills, including verbal and written skills – enabling delivery of engaging reports and sharing of progress, outcomes and learnings.		
Experience in monitoring, evaluating and learning to track progress and measure impact.	Intermediate – Advanced	5+
Strong interpersonal skills, to work effectively with and engage a diverse range of internal and external stakeholders.		
Ability to manage own work priorities, take initiative and meet deadlines.		
High level understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and priorities including cultural safety and social issues.		
Considerable experience engaging meaningfully with hardly reached communities such as culturally diverse and First Nations peoples.		
Demonstrated commitment, understanding and awareness of issues and trends relating to equity and inclusion.		
Curiosity and an ability to try and advocate new ideas.		

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.

JOB PROFILE FORM

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (e.g. certificate, ticket, observation, on-the-job etc....)	Renewal Required (Y/N/Unsure)	Renewal Frequency (e.g. Never, 1 year, 5 years etc....)
Qualifications / Certificates				
Tertiary qualification in a relevant discipline and/or equivalent mix of education and relevant experience	M	Degree		
Postgraduate qualification	HD			

3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

<p>Personal Attributes</p> <p><i>ie, such as resilience, emotional intelligence</i></p>	<p>Able to develop and maintain positive working relationships with stakeholders.</p> <p>Knowledge of and demonstrable working relationships with Victorian Aboriginal organisations.</p> <p>Excellent written and verbal communications skills.</p> <p>Demonstrated capacity to manage many projects simultaneously.</p> <p>Leadership capabilities and ability to influence change through capacity building and collaborations.</p> <p>Inclusion focused mindset.</p> <p>Strategic.</p> <p>Ability to manage ambiguity.</p> <p>Emotional Intelligence.</p> <p>Innovative and creative thinker.</p> <p>Resilient and pragmatic.</p> <p>A commitment to exceptional customer service and community outcomes.</p>
---	---

3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

<p>Key requirements</p> <p><i>i.e. required to lift heavy boxes</i></p> <p><i>Note: some field based roles will need to complete additional requirements for the role (Complete this form here)</i></p>	<p>Nil</p>
---	------------