

JOB PROFILE FORM



Please note: This form has been updated to reflect the format required to enter this information into PEEPS. If positions have been mapped using the old form they can remain in that format, however, for any new job profiles please use this form.

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Community Farm Partnerships Manager

Team / Division / Group: Network Sites / Asset and Field Services / Distribution Services

Current Incumbent/s: [Click here to enter text.](#)

Reports to (Name / Title): Manager, Network Sites

Person Completing Form: Brendon Murphy

Date of Completion: 18/03/2024

2. WHAT DOES THIS JOB DO?

Job Purpose:

The Community Farm Partnerships Manager is responsible for managing the relationships with partner organisations associated with the Wollert Community Farm, including partner agreements and the management / reporting of conservation and environmental requirements for the site.

Responsibilities (20 dot points or less):

- Managing the interface between the Farm and Yarra Valley Water's operational teams, including issue resolution, managing expectations, and conflicting priorities, and master planning input
- Important liaisons point back to operational teams and Waste to Energy team to ensure coordinated operations and connection to overall site strategy.
- Oversight of lease agreements, service agreements and Memorandum of Understanding with Farm partners (Whittlesea Community Connections and Melbourne Polytechnic) and managing existing grazer transition process
- Administering services contracts with Farm partners and grounds maintenance to ensure they are meeting our obligations, including obligations under our Conservation Management Plan
- Managing planning permit obligations (including heritage requirements for Craigieburn Homestead) and planning approval for interpretative trail
- Facilitating Cultural Values Study outcomes with Aboriginal Partnerships Team/Wurundjeri
- Supporting communications and promoting progress
- Develop and implement framework for measuring success of Project objectives.
- Participating in forums and facilitating co-learning opportunities (e.g. WCC Farm Supporters group, Indigenous land management knowledge sharing, learning and development site tours for staff and external stakeholders)

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- Managing any support required from partners with grant applications for final stage of funding.
- Facilitating knowledge sharing and identifying potential shared operational efficiencies which can be implemented at other Yarra Valley Water facilities.
- Assisting with broader coordination and minor works at the wider Aurora property as and when required, with a focus on safety, compliance, emergency response and the multiple activities undertaken at the site.
- Involvement in partnerships management for future Regenerative Land Management Projects (such as Upper Yarra Habitat Restoration) as they transition into Operations.

Note YVW volunteer program allows employees to work one paid day per year on a task outside the business that demonstrates community spirit.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

Use this section to list the attributes required if hiring someone into this position.

In **Part A**, identify the **key skills and experience** which complement the capabilities you nominated in Part A required to do this job.

In **Part B**, identify the **key personal attributes** to do the job, NOT covered by the Capability Framework (optional).

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)	ADMIN ONLY Attribute Type
Experience in environmental or engineering related roles	Advanced	7 years	
Advanced contract management skills	Advanced		
Demonstrated, interpersonal and negotiation skills in dealing with senior management, customers, and committees.	Advanced		

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

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<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Resilience to manage multiple challenging verbal and written interactions daily whilst often working independently • Flexibility to adapt quickly to differing working environments or duties (e.g., office vs field work) • Strong focus on OH&S for self and others • High level of personal integrity • Advanced Self-Management • Developed Relationship Management skills • Demonstrable Business and Commercial acumen • Strong organisational and team commitment • Highly professional • Standard level of physical ability (walking unassisted, climbing stairs, bending/kneeling, turning on taps, lifting lids of above ground treatment apparatus etc.) • Strong time management skills
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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>	<ul style="list-style-type: none"> ✓ Ability to complete site walks, tours, and visits. ✓ Basic manual handling. ✓ Desk work will be required.
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4. 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.

	Mandatory/ Highly	Method of Training (e.g., certificate, ticket,	Renewal Required (Y/N/Unsure)	Renewal Frequency
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	Desirable/ Suggested?	observation, on-the-job etc.)		(e.g., Never, 1 year, 5 years etc.)
Qualifications / Certificates				
Tertiary qualification in Business, Applied Science (Chemical or Environmental), Engineering (Environmental, Chemical or Civil)	Desirable			
Licenses/Tickets				
Victorian Driver's License	Mandatory			
Training				
Other (incl. on-the-job, secondments, etc.)				

5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

Role before (Name, Team, Division)	Project Manager
Role after (Name, Team, Division)	Team Leader, Technical Specialist

7. CHECKPOINT

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Through the job mapping process, has there been a notable change to the intent or level of responsibility for the job?	No	Comments:
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Thank-you for completing the Job Profile.

If you have any questions, please feel free to contact People & Culture.