

## POSITION DESCRIPTION

<b>Position title</b>	Coordinator Land & Legal
<b>Section</b>	Corporate Services
<b>Employment type</b>	Permanent
<b>Classification</b>	Band 7
<b>Location</b>	Warrnambool (or other Wannon Water office as negotiated)
<b>Date Approved</b>	April 2025
<b>Approving Officer</b>	Branch Manager Corporate Services

## POSITION OBJECTIVES

The Coordinator Land & Legal is responsible for overseeing Wannon Water's legal matters by coordinating and managing outsourced legal services. This role also manages all aspects of land agreements, including acquisition and disposal, leases, licenses, valuations, and compliance with land-related policies.

The Coordinator will work closely with the Branch Manager Corporate Services to develop and maintain policies, procedures, systems, and standards that ensure governance, legal, and regulatory compliance across these areas.

The role will support strategic land planning to align Wannon Water's property portfolio with long-term operational needs, proactively manage legal and land-related risks, and engage with external stakeholders to ensure effective land and legal management.

## KEY RESPONSIBILITIES & DUTIES

### Legal Coordination:

- Act as the primary liaison between Wannon Water and external legal providers, ensuring timely and cost-effective legal advice.
- Oversee the use of the Victorian Government Legal Services Panel and manage reporting requirements.
- Maintain the legal register by updating key decisions, position statements, and procedural changes in collaboration with external legal advisors, ensuring clear guidance for internal teams and alignment with regulatory changes.
- Ensure legal advice obtained aligns with Wannon Water's commercial objectives, values, and risk profile.
- Support internal teams by coordinating legal reviews of contracts, procurement agreements, and other key documents.

### Legislative compliance

- Coordinate Wannon Water's legislative compliance framework, ensuring that risks associated with non-compliance are identified, monitored and managed effectively.

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- Maintain compliance systems, action plans, and reporting to document compliance risks and mitigation strategies.

#### Land and Agreements:

- Oversee the administration of Wannon Water's property portfolio, including freehold and leasehold properties, to ensure compliance with legal and government requirements while optimizing financial and operational outcomes.
- Manage and coordinate the preparation, negotiation, and administration of land leases, licenses, and agreements, ensuring compliance with terms and conditions, rent reviews, and ongoing obligations.
- Oversee land acquisition and disposal processes, ensuring compliance with the Victorian Government Land Transactions Policy and securing the best financial and operational outcomes for Wannon Water.
- Develop and maintain an accurate and secure register of land and associated agreements, ensuring alignment with sound asset management practices.
- Lead the development of a strategic plan to guide Wannon Water's current and future land requirements, ensuring alignment with operational needs and long-term planning objectives.
- Support the resolution of land and property matters by engaging legal advice where required.

#### Agreements and Contracts

- Support internal teams in the development, negotiation, and implementation of contracts and agreements, ensuring alignment with Wannon Water's risk profile and procurement strategy.
- Oversee the engagement of external legal advisors for contractual negotiations, disputes, and complex agreements.
- Ensure agreement and contract management processes align with legal and regulatory requirements while promoting the use of standard templates.
- Support the development of contract literacy within Wannon Water ensuring standard templates are developed and used where appropriate.

## ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	Branch Manager Corporate Services
<b>Responsible for</b>	Nil
<b>Internal Liaison</b>	All employees.
<b>External Liaison</b>	Consultants, regional organisations, peak bodies, state government, regulators, community, customers, and others as required to deliver the role.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by policies, objectives, and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation

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- The Coordinator operates with a clear understanding of and focus on Wannon Water's operational and strategic objectives, contributing to policy development and resource management.
- The role collaborates with senior managers to achieve business outcomes, influence processes, and build organisational capability.
- This position is expected to work autonomously with limited guidance, demonstrating a high level of self-sufficiency while ensuring alignment with professional, regulatory, and strategic requirements.

#### JUDGEMENT AND DECISION MAKING

- The role involves problem-solving by applying established methods, procedures, and processes to new situations, while also contributing to their development and adaptation when existing approaches are not suitable.
- Requires a high level of analytical reasoning and the ability to operate independently, resolving complex issues across the role's specialties, including strategic planning and policy implementation.
- Involves both problem-solving and policy development, requiring the identification and analysis of a range of options before making recommendations.
- Responsible for identifying and developing policy options for consideration by senior management and the broader organisation, often without readily available guidance.

#### SPECIALIST SKILLS & KNOWLEDGE

- Proficiency in property law, land acquisition processes, and relevant legal regulations
- Strong analytical and investigative skills to support contract negotiation and policy formulation within a broad organisational framework.
- Excellent communication and interpersonal skills to manage stakeholder relationships and influence decision-making.
- A legal background or paralegal experience can be beneficial for navigating complex legal and regulatory requirements.
- A deep understanding of the long-term goals, values, and aspirations of the organisation, as well as the legal, socio-economic, and political context in which it operates.

#### MANAGEMENT SKILLS

- Strong management skills are required to effectively plan, prioritise, and organise work to achieve objectives and goals while considering organisational constraints and external opportunities.

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- This position is responsible for influencing behaviours and outcomes across multiple areas of the business, beyond its immediate branch or department, ensuring alignment with broader organisational priorities.

### INTERPERSONAL SKILLS

- The position requires the ability to influence, persuade, lead, and motivate both internal and external stakeholders to ensure legislative compliance and the achievement of specific objectives.
- Strong interpersonal skills are essential for gaining cooperation, fostering collaboration, and building effective relationships with a wide range of stakeholders to support successful outcomes.
- Highly developed written and oral communication skills are required to clearly articulate technical information and advice to diverse audiences

### QUALIFICATIONS & EXPERIENCE

- A tertiary qualification in law, property, business, or a related field is preferred but not essential, with equivalent extensive experience considered.
- Additional qualifications, certifications, or experience in contract management, procurement, governance, or compliance would be beneficial in demonstrating specialist expertise.
- Proven experience in leading, motivating, and developing employees and teams, applying knowledge beyond formal education to drive outcomes.
- A valid Australian driver's license is required.

### INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with, and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001: Quality Management Systems - Requirements
- ISO 14001: Environmental Management Systems
- ISO 45001: Occupational Health and Safety Management
- HACCP-based Drinking Water Quality Management System.

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

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## OTHER INFORMATION

### Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:



We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.

### Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

### Minimum Employment Period

All successful applicants will be subject to six-month minimum employment period as per the Fair Work Act 2009

### Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

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#### Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"The employee shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

#### Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised ISO 45001. Aligning to the standard assists with ensuring that all employees are provided with a safe and healthy working environment. Compliance is mandatory.

#### Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

#### Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____