

POSITION DESCRIPTION

Position title	Regional Integrated Water Management (IWM) Forum Officer
Section	Asset Planning
Employment type	Temporary
Classification	Band 7
Location	Warrnambool
Date Approved	June 2026
Approving Officer	Executive Infrastructure Development

POSITION OBJECTIVES

The Regional IWM Forum Officer ensures the Great South Coast IWM Forum's strategic directions are translated into on-ground delivery across the region. Working on behalf of all Forum partners, the role primarily provides dedicated capacity to progress Forum-endorsed priority initiatives and projects. It supports the transition from planning to implementation through coordinated collaboration across partner organisations.

A key focus of this position is strengthening the conditions that support delivery of IWM. This includes maintaining trust, alignment and productive partnerships across Forum members, strengthening IWM capability and uptake, and fostering inclusive and culturally safe ways of working that enable sustained progress over time.

KEY RESPONSIBILITIES & DUTIES

- Coordinate the progression of Forum-endorsed IWM initiatives and projects towards on-ground delivery.
- Strengthen trust, alignment, and partnerships across all IWM Forum member organisations.
- Support the development and refinement of business cases and project delivery plans for regional water management initiatives.
- Build regional capability in IWM through knowledge sharing, coaching, and targeted specialist support.
- Champion the value and adoption of IWM across Forum Partners and broader stakeholders.
- Maintain transparency through regular, informative and concise communication and progress reporting to all Forum Partners.
- Where beneficial to core purpose of progressing delivery of priority projects and initiative, contribute to the operation of the IWM Forum, including preparation for meetings and action tracking.
- Centre equity and practice cultural safety by advancing existing environments, relationships and systems free from all discrimination so that all people can feel safe, valued and able to participate fairly and equitably.

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ORGANISATIONAL RELATIONSHIPS

Employed by Wannon Water on behalf of member organisations, this role is jointly funded by and works on behalf of the IWM Forum region. The role is focused on translating the Forum's collective priorities into coordinated action, strengthening systems and relationships to create effective regional-scale collaboration, and moving the Forum from collaborative planning and strategy to real-world outcomes. This role works collaboratively with all partners to build regional capacity and ensure progress is made towards strategic water management outcomes that benefit the entire region.

Responsible to	Manager Asset Planning
Responsible for	Nil
External Liaison	IWM Forum members including, Catchment Management Authorities, Local Government, Traditional Owners, State Government, service authorities, developers, consultants, customers, Aboriginal groups, regional businesses, and other relevant stakeholders

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Operates with a high degree of autonomy within the Forum-endorsed mandate, priorities and governance arrangements.
- Coordinates activities, facilitates collaboration and supports delivery, while not assuming responsibility for delivery of initiatives owned by partner organisations.
- Exercises initiative in progressing priorities, identifying opportunities, and maintaining momentum.
- Manages own workload and priorities to align with IWM Forum direction and regional needs.

JUDGEMENT AND DECISION MAKING

- Work involves coordinating across multiple organisations, interests and priorities, requiring sound judgement, adaptability and problem-solving skills.
- Applies judgement to align actions with Forum priorities, partner readiness and emerging opportunities.
- Identifies and responds to barriers to collaboration and delivery, seeks guidance where required within the IWM Forum or externally.
- Balances competing demands while maintaining focus on the Forum's collective agenda.

SPECIALST SKILLS & KNOWLEDGE

This position requires proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.

Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding is required of both the short and long-term goals of the IWM Forum organisations, their values and aspirations and of the legal and political context in which they operate.

Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures is required.

Key capabilities:

- A strong understanding of IWM, including the ability to apply IWM principles within complex regional and multi-partner environments.
- A strong understanding of the policy, planning, governance and investment processes relevant to water, land use and/ or natural resource management, and the ability to navigate the legal and institutional context in which IWM Forum partners operate.
- Well-developed analytical and problem-solving skills, with the ability to interpret information, identify risks and opportunities, and develop practical solutions to support decision-making and project progression.
- Demonstrated ability to translate strategic priorities and plans into coordinated work programs, and to support the delivery of initiatives within agreed timeframes and resource constraints.
- Strong project coordination skills, including the ability to establish and support governance arrangements, clarify roles and responsibilities, and monitor progress of complex, multi-stakeholder initiatives.
- Highly developed communication and facilitation skills, including the ability to prepare clear reports and briefings, engage diverse stakeholders, build consensus, and influence outcomes across organisational boundaries.
- Strong strategic thinking capability, with the ability to align actions to regional priorities, identify emerging issues and opportunities, and adapt approaches in response to changing circumstances.
- Ability to build and maintain effective working relationships across organisations through collaborative, trust-based approaches to delivery.
- Ability to facilitate continuous improvement and capability building, both personally and with others, including the ability to share knowledge, support and coach others to contribute to strengthening regional IWM practice.

Strategic Thinking:

- Ability to align actions and recommendations with regional priorities and wider organisational objectives.
- Demonstrated skill in identifying new opportunities, risks and challenges in complex and changing environments.

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- Experience synthesising information to inform decision-making, planning, and long-term outcomes.
- Capacity to adjust strategies and approaches in response to changing circumstances and stakeholder needs.

Adaptability and Continuous Improvement:

- Proven ability to adapt work practices based on feedback, new priorities, or emerging challenges.
- Commitment to ongoing professional development and learning to enhance individual and team performance.
- Experience supporting or leading continuous improvement initiatives across teams or organisations.
- Capacity to share knowledge, encourage innovation, and build capability for improved results.

MANAGEMENT SKILLS

This position requires skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

Project Management

- Demonstrated ability to plan, coordinate, and deliver projects or initiatives within agreed timeframes and resource constraints.
- Experience translating strategies into actionable work programs that achieve intended outcomes.
- Skill in establishing and monitoring governance structures, success measures, and roles to manage risk and support project delivery.
- Ability to coordinate and guide others in effective execution of work activities.

INTERPERSONAL SKILLS

This position requires the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.

Employees in this Band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Communicate with Impact

- Proven ability to communicate with influence, leading to intended outcomes across diverse audiences and contexts.
- Skilled in preparing clear, concise reports, briefings and presentations tailored to stakeholder needs.

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- Experience facilitating discussions, building consensus, and navigating differences of opinion to reach decisions.
- Capacity to represent the Forum credibly and foster trust-based engagement with partners and stakeholders.

QUALIFICATIONS & EXPERIENCE

- Tertiary qualification in environmental management, water resources, engineering, planning, natural resource management, or a related discipline.
- Experience or expertise in integrated water management, water sector governance, or related technical areas.
- A current Australian drivers licence 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
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- 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.

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:

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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.

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:

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"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 Australian Standard / New Zealand Standard 4801 (AS/NZS 45001). These standards ensure 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	_____