

POSITION DETAILS

Position Title:	Water Skills Partnership Manager		
Classification:		Position Status:	Full-Time
Services Unit	Queensland Water Directorate	Location:	Eagle Farm, Brisbane
Reports to:	CEO	Number of reports:	0

ABOUT IPWEAQ and *qldwater*

Our Purpose

As the central advisory and advocacy body within Queensland's urban water industry, the Queensland Water Directorate is a collaborative hub, working with its members to provide safe, secure and sustainable urban water services to Queensland communities.

IPWEAQ's

INFORMS	CONNECTS	REPRESENTS	LEADS
Actively share content and information which informs all relevant stakeholders	Facilitate the bringing together of people and ideas	Elevate the collective views, expertise and professionalism of the sector	Advance the capability, capacity and sustainability of the sector
<ul style="list-style-type: none"> Disseminates information Promotes achievements Deliver key messages 	<ul style="list-style-type: none"> Deliver relevant events Build and maintain networks Provide innovative and contemporary products 	<ul style="list-style-type: none"> Actively collaborate Promote policy Determine collective views towards policy 	<ul style="list-style-type: none"> Identify needs Elevate professionalism Promote sector as preferred career pathway

qldwater

VISION	MISSION
Safe, secure and sustainable urban water services for all Queensland communities	Support members to improve the quality of urban water services to Queensland communities through advisory, advocacy, quality programs and industry leadership
GOALS	
<ul style="list-style-type: none"> Measurable progress towards best practice across Queensland's urban water industry Improve the profile of the urban water industry Recognition of <i>qldwater</i> as a valued industry leader and critical support agency for the Qld urban water industry Relevant and reliable representation of industry and effective involvement in all commonwealth, state and local government legislation, initiatives and industry changes through effectual relationships with government and industry groups Sustain membership of Queensland urban water industry and gain funding from government grants and other relevant contributions and sources to support the development of the industry Ensure ongoing sustainability of <i>qldwater</i> through effective business and organisational management 	

Our Values

- Advocacy for our members
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of our operations
- Quality of service to our professional communities
- Work constructively together, in the spirit of teamwork
- Sustainable innovation and development



GENERAL POSITION INFORMATION

This role is responsible for driving a range of industry workforce planning and capacity building programs and activities for the urban water industry. Duties include project management of the Queensland Water Skills Partnership and *qldwater's* Industry Services Advisor contract with the State Government.

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ORGANISATIONAL REPORTING ARRANGEMENTS

Reports directly to the CEO *qldwater* position

DUTIES AND RESPONSIBILITIES

Manage

- Manage *qldwater's* Industry Services Advisor contract with the Department of Employment, Small Business and Training including responsibility for delivery of all agreed programs (and other ad hoc service contracts);
 - o Ensure the timely preparation and submission of all contract deliverables, promotional requirements and planning to support these.
- Deliver exemplary service and support to Water Skills Partnership members.
- Drive incremental growth in Water Skills Partnership memberships and income
- seek government investment to support the sector and drive communications for skilling programs
- Engage with key industry stakeholders (and other industry reps) to seek feedback on key workforce, skilling and training needs;
- Champion collaborative skills programs
- Conduct research and analysis to produce workforce reports and plans;
- Understand key issues for Queensland water service providers and act on those;
- Investigate opportunities for training and development on behalf of members and Water Skills Partnership;
- Manage industry technical expert groups – harness the industry knowledge and skills of others and manage strategic initiatives; and
- Project management for industry organisational development activities and pilot projects;

Contribute to

- Maintenance of web sites and other communication platforms
- State and national advocacy around industry skilling needs
- Contribute to *qldwater's* business strategy and plans, including the Industry Roadmap, with responsibility for development and delivery of all skills-related strategies.

Other duties as directed.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

- There are no mandatory qualifications but a degree or similar experience in human resource management or business would be highly desirable.
- An ability to develop a strong understanding of the Vocational Education and Training sector is critical.
- Minimum five years' experience managing projects and engaging with stakeholders across all levels of business and government;

SKILLS AND KNOWLEDGE REQUIRED

Highly desirable

- Water industry knowledge;
- Well-developed understanding of workforce capacity building including vocational education and training requirements.
- Interpersonal skills – representing *qldwater* professionally at all times
- Strong literacy and numeracy skills including financial skills
- Ability to work independently
- Strong stakeholder management skills
- Time management/ project management skills, with an eye for detail in editing/ review
- Word, Outlook and Excel skills

Desirable

- Design skills
- Web site administration skills
- An ability to interpret technical information
- Experience with event management and other specialised software

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety Policy
- Code of Conduct
- Anti-discrimination legislation, actively promoting its principles in all activities
- Corporate policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role may require them to hold and maintain Queensland C class driver's licence.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with IPWEAQ.

Name:

Signature:

Date:

OFFICIAL Use Only

Copy emailed to Employee on Date:	
Copy returned to IPWEAQ on date:	
Name of authorising Officer	
Signature of authorising Officer and date	
File location:	