



Role Title:	Policy and Programs Manager	Reports to:	Chief Operating Officer
Primary Location:	Forestec	Employment Type:	2 year contract
Hours:	Full Time	People Leader:	No
Line of Business:	Corporate Services and On Country	Job Level:	Manager

Role Purpose:

The Policy and Program Manager will, through effective consultation, develop GLaWAC's position on core policies that impact water and land management in conjunction with the Board sub-committees and the Gunaikurnai community.

The role will also support the executive team in establishing and overseeing the Program of Work across GLaWAC to ensure the successful delivery of the range of diverse GLaWAC projects.

They will work collaboratively across the business to scope and understand all projects, budget and resource requirements, key interdependencies, risks and upcoming opportunities. A key annual focus area will be developing the Works Program in partnership with the GM, On Country and the TOLM Board. They will provide regular reporting to the executive team and board and highlight risks to the business.

Role Accountabilities

Policy	<ul style="list-style-type: none"> • Develop GLaWAC's policy positions on significant land and water management issues • Work with cultural leaders and Board sub committees to develop positions statements across a range of policies for Gunaikurnai • Work with Gunaikurnai and Agency partners to develop policies that reflect Traditional Owners requirements • Manage stakeholders and create stakeholder engagement and buy in, provide regular communication to stakeholders (e.g. strategic partners and internal stakeholders)
Program of Work	<ul style="list-style-type: none"> • Establish the Program of Work for GLaWAC • Launch a Project Management methodology and discipline for GLaWAC • Create a project management mindset and approach within the leadership team to ensure understanding and decision making requirements • Support HR to determine workforce planning requirements • Identify projects risks and interdependencies and manages effectively • Identify and undertake opportunities for continuous improvement • Drive tender and grant application processes for GLaWAC
Joint Management	<ul style="list-style-type: none"> • Work collaboratively with the TOLM Board and GM, On Country to develop Works Program

Specific Role Competencies

Essential	<ul style="list-style-type: none"> • Ability to build working relationships and liaise and consult with internal and external stakeholders • Extensive experience in Policy, Program and Project Management • A tertiary qualification in business, commerce, project management or related field • Ability to effectively communicate with Aboriginal community and people at all levels of Government • Demonstrated ability to negotiate and influence all levels of stakeholders while maintaining positive relationships • Well-developed organisational skills and demonstrated ability to set priorities and meet tight work demands • Well-developed written and verbal communication skills • Political Acuity
Highly Desirable	<ul style="list-style-type: none"> • Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

GLaWAC Values: Respect – Encourage – Service – Persistence – Empathy – Courage – Teamwork



Core Leadership

Capabilities

CAPABILITY	BEHAVIOUR
Business Acumen	<ul style="list-style-type: none"> • Understands GLaWAC, what we do and don't do and the role in the community • Considers the commercial impacts for GLaWAC when making decisions • Can articulate the business issues that impact their team • Looks for opportunities to grow the GLaWAC business • Shares knowledge of business with team and peers • Looks outside their own area/department to understand the business and commercial issues that may affect them
Strategic Leadership	<ul style="list-style-type: none"> • Understands GLaWAC's strategic vision and annual business objectives • Effectively communicates the vision and strategy with team members to ensure they understand how they apply to them
Collaboration & Stakeholder Management	<ul style="list-style-type: none"> • Works collaboratively with peers and other teams • Builds and maintains relationships with peers and has superior relationship building
Communication	<ul style="list-style-type: none"> • Listens to the points of view of others and respects what they have to say and do • Communicates effectively and persuasively with all staff and individuals (both written and verbal). • Thinks on their feet to present concepts and solutions • Develops strategic communication/ engagement plans/ reports • Effectively manages conflicts
Delivery Focus	<ul style="list-style-type: none"> • Consistently delivers timely and quality outcomes and encourages the team to do the same • Provides coaching and guidance to team members to ensure they know what they need to deliver (what and by when) • Is solutions focused and empowers people to resolve issues • Takes responsibility for team performance and does not make excuses • Demonstrates the resilience to keep moving forward when faced with business challenges
Develops Others	<ul style="list-style-type: none"> • Places a priority on building and developing the team and provides clarity on roles and responsibilities and links to business outcomes • Leads by example – encourages and supports their team to achieve their best • Helps others to learn and develop, recognises, rewards and celebrates success • Role models the GLaWAC values and encourages the team to do the same • Exemplifies inclusive leadership • Ensures the team has the right skills, capabilities and “tools” to deliver on their objectives
Manages Self	<ul style="list-style-type: none"> • Is self-aware; knows personal strengths, weaknesses, opportunities and limits • Is cool under pressure, does not become defensive • Is open to and seeks feedback • Learns from mistakes

Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing
- Current Victorian Manual Driver's Licence
- Police check

Key Relationships

Internal

- GM On Country
- CEO
- Strategic communications Manager
- All Leaders
- Board of Directors
- All employees

External

- Strategic Partners
- Government Agencies
- TOLM Board