

POSITION TITLE	Senior Advisor, Communications and Stakeholder Engagement (Parkville / North Melbourne precincts)
CLASSIFICATION	VPS6
SALARY RANGE	\$120,692 - \$161,511 plus superannuation
LOCATION	222 Exhibition Street, Melbourne, 3000 Melbourne (may be required to travel off site/spend time in other offices)
EMPLOYMENT TYPE	Up to 3 years - Fixed Term, Full Time
FURTHER INFORMATION	Becky Fry - Senior HR Advisor on (03) 9655 6086

About Rail Projects Victoria, Major Transport Infrastructure Authority

Rail Projects Victoria, Major Transport Infrastructure Authority (RPV, MTIA), is the Victorian Government body responsible for the delivery of the Metro Tunnel Project, Regional Rail Revival, Melbourne Airport Rail, and the Western Rail Plan including fast rail between key regional cities and Melbourne. RPV, MTIA is responsible for all aspects of the projects including planning and development of the project reference design, site investigations, stakeholder engagement, planning approvals and procurement, through to construction delivery and project commissioning.

Major Transport Infrastructure Authority (MTIA) comprises of Level Crossing Removal Project (LXRP), Rail Projects Victoria (RPV, MTIA), North East Link Project (NELP), West Gate Tunnel Project (WGTP) and Major Road Projects Victoria (MRPV).

Why work with us

Employees at RPV, MTIA have access to a wide variety of opportunities, with an extensive range of career and capability development programs designed to develop our team. We want you to grow, develop and learn with us. We want your work to provide you with a strong sense of purpose and achievement.

RPV, MTIA has one of the most progressive wellbeing programs in the industry. We recognise that our people are critical to our ability to deliver projects and achieve key milestones and we understand that a holistic approach is required in engaging, satisfying and retaining our people.

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV, MTIA has assembled a skilled team of highly experienced professionals from across the public and private sectors to ensure the objectives of its projects are achieved for the Victorian community.

About the role

RPV, MTIA is seeking to engage a Senior Advisor, Communications and Stakeholder Engagement to be responsible for providing strategic advice and overseeing the development and delivery of communications and stakeholder engagement strategies to support delivery of the Metro Tunnel Project. This position works closely with Metro Tunnel's Technical and Planning teams and appointed construction contractors.

The successful candidate will have the capability to proactively manage issues and risks, facilitate high quality communications and stakeholder engagement activities, influence and negotiate to drive positive

project outcomes, and be highly experienced in managing multiple stakeholder interfaces in an issues-rich and complex environment.

About you

You will be a highly focused and driven person who is passionate about contributing to the delivery of public infrastructure, working within a high-performing project team to drive exceptional outcomes. You will be a qualified communications specialist with experience working on large projects and with construction contractors. You will enjoy a fast paced, performance focused workplace where you will have the opportunity to work autonomously.

If you are looking to step up in your career, this might be just the right opportunity for you!

Key Accountabilities

1. Build and maintain effective working relationships with contractors engaged to deliver the Metro Tunnel Project, key stakeholders, institutions, local businesses, community and stakeholder groups, local councils and internal project teams.
2. Provide authoritative and strategic advice on communications, stakeholder and community matters to project teams, senior management and contractors.
3. Provide oversight, guidance and advice to contractors to ensure compliance with the Metro Tunnel Environmental Performance Requirements (EPRs), Residential Impact Mitigation Guidelines (RIMG) and various management plans, including Community and Stakeholder Engagement Management Plans.
4. Work with Metro Tunnel contractors and internal project teams to proactively identify issues, risks and opportunities, develop solutions and mitigation strategies, and brief senior management on recommended approach to inform decision-making.
5. Provide managerial guidance and support to the Senior Advisor, Communications and Stakeholder Relations (North Melbourne) and leadership within the broader Metro Tunnel Communications and Stakeholder Relations team.
6. Manage relationships with high level stakeholders to build awareness, understanding and support, and enhance the reputation of the Metro Tunnel Project.
7. Provide professional and timely responses to community and stakeholder enquiries in accordance with prescribed standards.
8. Provide assistance and support to the Metro Tunnel Community Reference Group(s), including preparation of agendas, presentations, chairperson briefings and monthly meetings.

Key Selection Criteria

1. Extensive experience in stakeholder relations and/or community engagement, issues management and communications with a demonstrated ability to prepare and implement strategies and provide strategic advice in complex and issues-rich environments.
2. Excellent relationship building and interpersonal skills and a demonstrated ability to work productively, respectfully and sensitively with a diverse range of internal and external stakeholders, including construction contractors.
3. Strong negotiation and influencing skills with a proven track record in effectively managing complex and/or highly sensitive issues with multiple stakeholders, often with competing priorities and interests.
4. Strong ability to proactively identify major communications and stakeholder relations risks, opportunities and issues, develop and implement effective mitigation strategies and provide sound options for decision-making by senior management.
5. Strong written communication skills and a demonstrated ability to produce and present high-quality public information to a range of audiences.
6. Excellent organisational and project management skills with demonstrated ability to set priorities, manage tasks under pressure and to deadlines, and keep accurate records.

7. Ability to effectively lead and manage staff, providing support and guidance as required.
8. Demonstrated capacity to self-manage, take responsibility for deliverables and be an effective team player.

Qualifications

Bachelor (or higher) qualification in Communications, Public Relations, a related discipline is mandatory.

Other relevant information

How to apply

Applications must be submitted online by visiting www.careers.vic.gov.au. Applications after the closing date will not be accepted. Please note we will be reviewing your application upon applying and will be contacting you shortly after the close date with an outcome.

Immigration and Employment Eligibility

Candidates seeking to gain working rights sponsorship are encouraged to contact rpv-hr@railprojects.vic.gov.au

Applicants will be subject to a probation period of three months. This position is subject to all pre-employment checks.

Equal Opportunity Employer

RPV, MTIA is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

Agreement/Award Coverage

Employment with RPV, MTIA is subject to the terms and conditions outlined in the Victorian Public Service Enterprise Agreement 2016 or for Executive Officer classified positions, the Victorian Public Service Executive Employment Handbook.

Professional Obligations

Successful candidates will be inducted to their crucial role as a public servant in the workplace and are instructed to complete the mandatory Professional Obligations training. The training provides clarity to employees on: professional obligations and responsibilities; appropriate management of information and use of resources (including Information Security, File and Record Management, Information Privacy, Freedom of Information); conflict of interest obligations; receiving and providing gifts, benefits and hospitality; and prevention of fraud and corruption.

Terms and Conditions

Employees must comply with the Code of Conduct for Victorian Public Sector Employees.

Privacy Notification

RPV, MTIA affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Health and Wellbeing

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV, MTIA takes a holistic approach to wellbeing and offers a comprehensive program that addresses five key pillars of wellbeing: healthy minds, healthy bodies, healthy workplace and cultures and healthy community connections.

What we offer you

RPV, MTIA has access to a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to the economic prospects of all Victorians.

Relocation assistance

Successful candidates may be supported to re-locate to Melbourne including air travel, transport of household items and four weeks accommodation.

Diversity @ RPV, MTIA

At RPV, MTIA 'diversity' includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Authority. RPV, MTIA's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer change.

Learning and Development

We want you to grow, develop and learn with us. RPV, MTIA provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. RPV, MTIA also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plans aim to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options including working from home, flexible working hours and generous leave provisions including the 44/52 model of employment and paid parental leave.