

<b>POSITION TITLE</b>	Communications and Stakeholder Relations Advisor
<b>CLASSIFICATION</b>	VPS4
<b>SALARY RANGE</b>	\$84,019 - \$95,329 plus superannuation
<b>LOCATION</b>	222 Exhibition Street, Melbourne, 3000 Melbourne (may be required to travel regionally/spend time in regional offices)
<b>EMPLOYMENT TYPE</b>	Up to 3 years - Fixed Term, Full Time
<b>FURTHER INFORMATION</b>	Nicole Kloprogge, HR Advisor – (03) 9655 6206

### About Rail Projects Victoria, Major Transport Infrastructure Authority

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).

Rail Projects Victoria, Major Transport Infrastructure Authority (RPV, MTIA) is the Victorian Government body responsible for the development and delivery of the Metro Tunnel Project, Regional Rail Revival, future Melbourne Airport Rail Link and a portfolio of other rail projects. 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.

### 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

The Communications and Stakeholder Relations Advisor will be responsible for providing high quality support and assistance to the Senior Advisor, Communications and Stakeholder Relations for the Regional Rail Revival, with focus on the Shepparton and Bendigo Line Upgrades.

The role will require an ability to work in a complex and demanding environment within tight timeframes. The incumbent will need to be well organised and able to work autonomously while also being an effective team player.

## 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 qualified in Communications or a similar discipline with experience working within large projects. You will enjoy a fast paced, performance focused workplace where you will have the opportunity to work autonomously and develop your career.

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

## Key Accountabilities

1. Support the development and implementation of effective stakeholder and community engagement, communications and issues management strategies to support the planning, development and delivery of the Regional Rail Revival.
2. Assist with establishing and maintaining effective working relationships with key community and stakeholder groups, local businesses, key institutions and local councils affected by and with an interest in the project/s.
3. Develop high quality communications material including correspondence, newsletters, presentations, fact sheets, briefing notes, website content, advertising copy and other content as required. Develop public information about the project/s that is clear, timely and accessible for stakeholders.
4. Respond to public enquiries in a timely and appropriate manner, in accordance with established protocols. Monitor, audit and maintain the Stakeholder Relationship Management database (Darzin) to ensure that all interactions with community, key stakeholders and the general public are logged accurately and in a timely manner.
5. Plan, deliver and participate in a range of communications and engagement activities including community meetings, presentations, information sessions, letterbox drops, info hubs and promotional events.
6. Support liaison with construction contractors on communications and engagement matters to ensure the project's reputation is maintained and enhanced.
7. Undertake a broad range of administrative support tasks, including preparing documents and reports, taking and preparing meeting minutes, arranging meetings, managing invoices and other general tasks, as required.

## Key Selection Criteria

1. Demonstrated experience in communications, and community / stakeholder relations, including development and implementation of strategies. Experience within construction and/or infrastructure projects is desirable.
2. Demonstrated experience in planning and delivering community engagement events
3. Demonstrated understanding of stakeholder mapping and social research techniques
4. Proven ability to produce high quality, accurate and effective written communications materials.
5. Well-developed organisational skills with a demonstrated ability to prioritise and manage tasks under pressure with competing deadlines.
6. Excellent project management skills including a proven ability to coordinate and deliver a range of communications activities.
7. Demonstrated capability to build and maintain positive relationships with internal and external stakeholders within Government, private sector organisations and members of the community.
8. Capacity to be proactive in identifying opportunities and risks and work with other team members to manage them.
9. Excellent interpersonal skills and ability to work effectively with and influence a wide range of stakeholders at various levels, particularly on sensitive or confidential project matters.
10. Ability to self-manage, take responsibility for deliverables and be an effective team player as part of a multi-disciplinary project team.

## Qualifications

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

## Job Specific Requirements

1. Current Driver's License required as the role has a requirement to travel to project sites.
2. Attendance at construction and rail sites will be required, including occasional flexibility in work hours to suit site working schedules.

## Other relevant information

### How to apply

Applications must be submitted online by visiting [www.careers.vic.gov.au](http://www.careers.vic.gov.au). Applications after the closing date will not be accepted.

### Immigration and Employment Eligibility

Candidates seeking to gain working rights sponsorship are encouraged to contact [rpv-hr@railprojects.vic.gov.au](mailto:rpv-hr@railprojects.vic.gov.au)

Applicants will be subject to a probation period of three months. This position is subject to a Police Records Check and Qualification Check.

### 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 relocate 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.