

POSITION TITLE	Director, Communications and Stakeholder Engagement (Metro Tunnel Project and Regional Rail Revival)
CLASSIFICATION	EO2
SALARY RANGE	Remuneration commensurate with experience
LOCATION	222 Exhibition Street, Melbourne, 3000 Melbourne (may be required to travel regionally/spend time in regional offices)
EMPLOYMENT TYPE	Up to 3 years - Fixed Term, Full Time
FURTHER INFORMATION	Julia Grbac, Senior HR Advisor 03 9027 5796

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

Reporting to the Director, Strategic Communications, the Director, Communications and Stakeholder Engagement will be responsible for overseeing the day-to-day delivery of successful strategic communications and community relations across RPV's Metro Tunnel and Regional Rail Revival Program. This role will lead the development and delivery of innovative and effective engagement strategies to support and enhance the delivery of Rail Project's Victoria's program. This role will liaise heavily with the Director, Corporate Affairs creating an integrated approach across the Communications and Stakeholder Engagement team. This role will actively contribute to and champion people development issues, display leadership to enrich a positive team culture, and

motivate team members to achieve outstanding results. The successful candidate will have proven leadership experience, major infrastructure projects experience and a reputation for effective collaboration and teamwork.

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 enjoy a fast paced, performance focused workplace where you will have the opportunity to work autonomously and further develop your career.

Key Accountabilities

1. Provide leadership, direction and management for day-to-day issues across RPV's program of works and within the Communications and Stakeholder Relations teams for the Metro Tunnel Project (MTP) and Regional Rail Revival (RRR) programs.
2. Develop and implement strategies to effectively manage the communications/stakeholder engagement aspects for all stages of project development through to delivery.
3. Lead the communication and stakeholder relations teams to play a key role in proactively identifying and responding promptly to specific project-related stakeholder issues and developing appropriate response strategies in consultation with the relevant Project Directors and the Director, Strategic Communications as required.
4. Ensure consistency across the MTP and RRR programs, ensuring appropriate input from interested parties and stakeholders both internal and external.
5. Support the Director, Strategic Communications in managing project communications and stakeholder relations challenges and identifying strategic issues and mitigating risks.
6. In liaison with the Director, Corporate Affairs, lead and provide support in communicating with the Office of the Minister for Public Transport, local government and contractor representatives.
7. Provide advice and support to the Chief Executive Officer and other members of the management team, drawing attention to potential areas of risk and driving mitigation or prevention strategies.
8. Lead initiatives and work collaboratively with contractor entities (industry members) during project development and delivery.
9. Lead the development and review of applicable Communications and Stakeholder Relations Management Plans, including ensuring proactive management of stakeholder and community risks and issues across the projects.
10. Work closely with the Corporate Affairs team to ensure the branding strategy, logo, information and messaging for the projects in all formats is appropriate and practical for project delivery.
11. Lead a team of high performing individuals, driving successful outcomes and identifying development opportunities.
12. Collaborate and share learnings and expertise across the RPV project portfolio.

Key Selection Criteria

1. Extensive experience in the management of high profile communications and stakeholder issues within complex and high-pressured major project rail environments.
2. Extensive experience of communications and stakeholder relations risk and issues management in the context of a major project delivery environment.
3. Strong interpersonal skills with the ability to forge excellent working relationships with internal and external senior stakeholders including providing clear, authoritative and effective advice to senior decision makers on complex issues.
4. Extensive experience developing communications and stakeholder relations strategies and frameworks tailored to specific projects, people and issues.

5. A strong understanding of the challenges, issues and risks associated with delivering major rail infrastructure projects and managing the interface between client teams and contractors.
6. Extensive experience dealing with a variety of complex community relations and stakeholder issues, including management of residents, businesses, local government and planning issues.
7. A strong understanding of the requirements of managing communications required to undertake major projects on behalf of government and proven extensive experience delivering on these requirements.
8. Excellent written communication skills, including the ability to develop and review key written materials covering a range of issues and to present meaningful project information to a variety of audiences.
9. Extensive people management skills, with the capacity to listen to others, identify their needs and provide appropriate direction, guidance and support. This includes extensive experience leading teams, preferably on multiple concurrent projects across different locations.

Qualification and role requirements

Tertiary qualification (Bachelor or higher) in communications, public relations, media or public policy discipline is mandatory.

Demonstrated experience and expertise managing communications and stakeholder consultation strategies for major infrastructure projects.

Demonstrated skills managing stakeholder engagement in relation to the planning processes that apply to significant construction projects.

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.

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 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.