**AWP Knowledge Officer**

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| **Location** | Canberra, Australia | **Date** | March 2018 |
| **Employment Type** | Full time, Fixed term (aligned with DFAT funding via the AWP Grant Agreement) |
| **Role Summary** | The Knowledge Officer works within the AWP team, under the supervision of the Partnerships & Knowledge Manager. They support the delivery of AWP knowledge, partnerships and events strategies. |
| **Reports** | **Reports to:** AWP Partnerships & Knowledge Manager**Works with:** Communications Manager, Program Officers, EWL Corporate Services Manager, AWP Chief Executive Officer**Supervises:** Nil**Key relationships:** AWP Partners |
| **Core accountabilities** |
| **Partnerships Management*** Support the development and implement of the *AWP Partnerships Strategy*.
* Support the solicitation of new Australian partners to ensure coverage of the full range of Australian water expertise, including by sector and geography.
* Manage the online partnership application process.
* Design, develop and maintain Partner information on website.

**Knowledge Management*** Support the development and implementation of the *AWP Knowledge Strategy.*
* Assist in the promotion and sharing of Australia’s water expertise and knowledge products internationally, specifically in partner countries in the Indo-Pacific region.
* Contribute to the management of AWP’s knowledge sharing platform and related social media/digital outreach.

**Events Management*** Support the development and implementation of the *AWP Events Plan.*
* Co-ordinate the Events Calendar.
* Co-ordinate the Events Plan for each AWP supported event.
* Co-ordinate with Communications Manager on events-related marketing and communication activities.
* Co-ordinate and manage booth at conferences as necessary.
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| **General/other activities*** Develop and maintain positive working relationships with colleagues, AWP Partners and other external stakeholders.
* Represent the AWP and eWater in a positive and professional manner.
* Adhere to all eWL policies including travel, GESI and risk management;
* Work collaboratively within a small team;
* Other duties as required.

**Quality and Continuous Improvement*** Day to day practice demonstrates support for and compliance with organisation policy, procedures and relevant work instructions;
* Participates fully in quality and continuous improvement activities and initiatives across the organisation;
* Promotes a culture of continuous improvement as an integral part of core practice;
* Supports and participates in relevant internal and external certification and auditing programs;
* Seeks opportunities for improvement within own work practices and makes appropriate suggestions for organisation improvements using the Continuous Improvement System.
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| **Personnel Specification** |
| **Qualifications, knowledge and experience** | **Qualifications:** * Bachelor’s degree in the field of Water Resources Management or Knowledge Management, or equivalent.

**Knowledge:*** Broad understanding of the water sector and knowledge management in Australia and/or internationally.

**Experience Required:*** Minimum three years in a similar role, demonstrating a broad range of duties.

**Desirable:*** Knowledge and/or experience in partnerships, knowledge sharing and/or event planning.
* Experience in the water resources management sector.
* Experience in the aid development sector.
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| **Skills and attributes** | **Skills:*** Excellent interpersonal, written and oral communication skills and an ability to establish and maintain effective partnerships with internal and external colleagues and clients, including those from different cultures;
* Experience with policy and procedure: documentation, implementation and enforcement;
* Ability to develop practical solutions using a collaborative approach;
* Demonstrated understanding of, and commitment to the implementation of equity and workplace health and safety principles.

**Attributes:*** A high level of motivation, initiative and can-do attitude;
* Ability to effectively solve problems both independently and within team environments
* Demonstrated ability to prioritise workloads and meet deadlines
* Demonstrated attention to detail
* Ability to demonstrate initiative and work autonomously
* Being a strong team player
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| **Other** | **Essential:*** Eligible to work in Australia

**Desirable:*** Ability to travel internationally occasionally, if required.
* Understanding project management principles and practice

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