**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. | | | | |
| **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. | | | | |
| **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. | | | |
| **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 | | | |
| **Other** | **Essential:**   * Eligible to work in Australia   **Desirable:**   * Ability to travel internationally occasionally, if required. * Understanding project management principles and practice | | | |