



EMPLOYEE POSITION DESCRIPTION

AWP Program Officer

Location	Canberra, Australia	Date	22 February 2019
Employment Type	Full time, Fixed term		
Role Summary	The Program Officer works within the AWP team, under the supervision of the AWP Program Manager. They support the delivery of the AWP program through AWP partners.		
Reports	Reports to: AWP Program Manager Works with: Senior Program Officer, Partnerships & Knowledge Manager, Communications Manager, EWL Corporate Services Manager, Executive Officer, Knowledge Officer Supervises: Nil Key relationships: Project partners, Expert Reference Panel		
Core accountabilities			
Program management <u>Program management systems</u> <ul style="list-style-type: none"> Maintain partners and activity records in the AWP PMS, ensuring they are up-to-date and accurate. Provide support in the production of AWP reporting, utilising the PMS Under direction, and as required, administer and maintain PMS <u>Administration</u> <ul style="list-style-type: none"> Prepare documentation for AWP contracts and agreements; Liaise with AWP stakeholders in relation to projects/activity contracts, financial and administrative matters; Reconcile invoices against contracts/agreements with AWP Partners and arrange authorisation for payment; Providing administrative support to the AWP team across a range of tasks as required; Relationship management <ul style="list-style-type: none"> 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 Marketing, Communications & Events <ul style="list-style-type: none"> Support marketing and communications activities as needed 			
General/other activities <ul style="list-style-type: none"> Adhere to all eWL and AWP policies including travel, GESI and risk management Work collaboratively within a small team Other duties as required Quality and Continuous Improvement <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Relevant combination of experience and education and training in related program support structures and administration. Knowledge: <ul style="list-style-type: none"> Demonstrated ability to use a range of computer applications; ability to reconcile payments and write relevant documents. 		

eWL Position Description: AWP Program Manager

	<p>Experience Required:</p> <ul style="list-style-type: none"> • At least two years of previous administrative/program support experience. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge and/or experience in program/project management. • Knowledge and/or experience in water management projects in developing countries • Knowledge and/or experience in use of project management software system
<p>Skills and attributes</p>	<p>Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal, written and oral communication skills and an ability to establish and maintain effective partnerships with internal and external colleagues and clients; • Experience with policy and procedure documentation, implementation and enforcement; • Manage incoming and outgoing calls in a friendly and professional manner; • Write and modify documents including correspondence, reports and email. • 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. <p>Attributes:</p> <ul style="list-style-type: none"> • 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 • Ability to demonstrate initiative and work autonomously • Being a strong team player
<p>Other</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Eligible to work in Australia <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to travel occasionally, if required. • Understanding project management principles and practice • Understanding of the Australian water sector • Experience working in aid and/or development sector, or working in cross-cultural situations