

POSITION DESCRIPTION



Job title:	Policy Advisor, Water
Term:	Full time fixed term 1 August 2024 to 30 June 2027
Mode:	Brisbane location. Office/Hybrid
Reports to:	General Manager, Water and Energy
Probation:	3 to 6 months
Salary level:	\$90,000 - \$110,000 per annum dependent on experience, plus superannuation.
Work rights:	Unrestricted work rights in Australia for the duration of this appointment.

ABOUT QFF

QFF is an influential member-based organisation that represents the interests of peak state and national agriculture industry organisations in Queensland, which in turn collectively represent more than 13,000 primary producers across the state.

At QFF we believe in a sustainable and profitable future for the agriculture sector and help our member organisations to support their individual members achieve this through advocacy, collaboration, leadership and research.

ABOUT THE ROLE

The Policy Advisor, Water (Policy Advisor) is accountable for the policy regarding water reforms and strategic water initiatives as they affect QFF member industries and the wider agricultural sector.

ROLES AND RESPONSIBILITIES

The Policy Advisor will:

- Maintain superior understanding of current affairs and the status of matters of importance to government and industry within the designated portfolio.
- Strategically and technically assess the current understandings, affairs and status of matters of importance and advise the General Manager Water and Energy of any recommended courses of action relevant to the portfolio area.
- Develop and deliver to relevant third parties (through engagement, official submissions etc.) the QFF position on matters of importance under the designated portfolio.
- Establish productive and effective working relationships with representatives of member organisations, government, and other industry bodies and negotiate and liaise with these groups on policy issues.

The position will involve forming and maintaining strong partnerships across Queensland Government agencies, service providers and other key stakeholders in the water sector. It will also require knowledge of Queensland agriculture and natural resource management, water sharing arrangements and water resources policy. This role will enable the incumbent to develop knowledge and expertise in the water entitlement's framework, a key element of any role in water management.

TASKS

This is a generalised task list complimenting the roles and responsibilities above. The tasks may change with business/project needs, within the confines of the role's remit and level of responsibility.

- Analyse and synthesise information from industry, government and research bodies about current and potential future industry issues with water and the water-energy nexus.

- Manage the development of QFF policy positions on pertinent issues and to provide up-to-date advice to QFF members and key stakeholders regarding matters of importance.
- Prepare clear and concise submissions, letters, briefs and reports on a wide range of water resource issues.
- Provide secretariat support for QFF's Water and Energy Policy Committee (WEPC), including arranging meetings, preparing agenda materials and capturing minutes.
- Establish productive and effective working relationships with representatives of member organisations, government, and other industry bodies and negotiate and liaise with these groups on policy issues.

ESSENTIAL CRITERIA

- A tertiary qualification in engineering, science, natural resource management, or equivalent is necessary.
- High level of computer literacy especially in the MS Office suite.
- Queensland Driver's Licence, minimum P2 provisional licence, or interstate equivalent.
- Understanding of the designated policy portfolio area including matters pertaining to agricultural water use, irrigation water, rural and regional Queensland water issues, and the energy-water nexus.
- Understanding of local, state and federal government operational protocols particularly relating to water planning and water quality matters.
- Understanding of the current issues facing the agricultural sector.
- *Strong written and verbal communication* - Constructs easy to read logical and fact-based arguments, decisions and recommendations based on understanding, science, research and analysis. Writes clearly, accurately and concisely. Communicates verbally in a coherent and logical manner.
- *Project management* - Organised, self-motivated and able to manage competing time demands in terms of prioritisation and deadlines.
- *Teamwork and collaboration* - Works cooperatively within a team and is able to integrate work across multi-functions effectively.
- *Experienced stakeholder management* - Initiates and participates in activities designed to improve rapport and develop relationships.
- *Coordination* - Experience or ability to organise, facilitate and direct meetings and work with and direct committees.
- *Technical expertise* - Continuously builds knowledge, keeping up to date on the professional/technical procedural aspects of the role.
- *Influence* - constructively influence others to support policy positions on complex subject areas.

Desirable

- A postgraduate degree qualification from a recognised tertiary institution in water resource management, public policy or other relevant area, or equivalent professional experience, is desirable.
- Knowledge of the Water Act 2000 including the development and implementation of Water Plans and Water Management Protocols and associated regulatory activities associated with the management and use of water, associated works and riverine protection is desirable.

PERFORMANCE METRICS

Performance and development will be discussed with the General Manager Water and Energy during the first three months and then on a regular basis.

OTHER DUTIES

Any other reasonable duties may be assigned that are consistent with the nature of the job and its level of responsibility. This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the position. These key tasks and responsibilities are subject to change. Any significant changes will be made in consultation with the post holder.