

Program Manager - Initiatives

Job Type:	Fixed term (2 years) with possibility of renewal
Full Time / Part Time:	Full time, 38 hours per week to 31 July 2027
Location:	Canberra
Remuneration:	\$120k-150k salary based on experience + super

About Watertrust Australia

Established in 2021, Watertrust Australia is a philanthropically funded not-for-profit with a unique approach to collaborating, building trust and finding common ground on water and catchment policy. We promote water-related decision-making processes that integrate diverse environmental, cultural, economic and social values leading to workable, broadly supported outcomes. To achieve this, we (i) work with deliberative methods, (ii) convene inclusive policy dialogues, (iii) synthesise evidence and engage with institutions.

Our values

Knowledge <i>We unlock the power of the collective</i>	Neutrality <i>We don't take sides</i>
Curiosity <i>We seek to understand and adapt</i>	Courage <i>We embrace uncertainty</i>

Position Purpose

Program Manager – Initiatives will be responsible for the effective day-to-day management of Watertrust initiatives by providing coordination, administration, and operational oversight across programs. This role helps ensure our initiatives run smoothly and are aligned with Watertrust's purpose, working closely with Executive, project support staff and stakeholders to support impact and delivery.

Reporting

Reporting to: Principal(s)

Direct reports: Program Officer(s)

Work in collaboration with: Initiative Leads, key external stakeholders, Watertrust team.

Key Relationships

Key relationships the role will need to develop include, but are not limited to:

- Key external stakeholders and Watertrust's teams for each initiative
- Key Watertrust stakeholders that cut across initiatives
- Watertrust Chief Executive Officer (CEO) and staff
- Watertrust Board and members of the Company's advisory bodies (Influence Advisory Committee and Expert Advisory Panel)

Duties and Responsibilities

Ensure Watertrust's initiatives can influence water and catchment decision making through:

Program management	<p>Support the relevant Principal(s) of Watertrust to scope and (co)design initiatives.</p> <p>With the close support of the relevant Principal(s), the broader Watertrust team and specialist expertise as needed:</p> <ul style="list-style-type: none"> • lead the day-to-day management of active initiatives, • lead the monitoring and management of contracts and sub-contractors, • lead facilitation of structured and analytical processes that support policy decisions, • lead risk monitoring, • contribute to strategic communications and • contribute to initiative reporting.
Stakeholder engagement	<p>Support the relevant Principal(s) of Watertrust to:</p> <ul style="list-style-type: none"> • plan processes for establishing and maintaining trust and support across the diverse range of interests in each initiative, • build support across these diverse interests for participation in initiative processes, and • track, manage and document these relationships and networks.
Process	<p>With the close support of the relevant Principal(s), the broader Watertrust team and specialist expertise as needed:</p> <ul style="list-style-type: none"> • research issues and concerns in relation to specific water initiatives, • synthesise information to make it accessible, accurate and appropriate to support initiatives, and • convene deliberative processes to explore multiple perspectives on a water issue(s) that bring diverse interests towards workable outcomes.
Team Support	<p>Working with the Governance and Operations Manager and all staff:</p> <ul style="list-style-type: none"> • participate in team planning events throughout the year. • provide logistical support, as needed, to enable key events within initiatives. • contribute to and participate in evaluation processes for initiatives and for Watertrust.

Qualifications and Experience

- Higher degree qualifications preferably linked to (or supporting) your experience in water or environment decision making processes and/or 5 years track record in project management and delivery.
- Demonstrated experience working effectively and collaboratively with diverse stakeholders in complex contexts related to water and/or environment.
- A demonstrated ability to rigorously maintain independence within contested stakeholder contexts and separate personal values from the role of Watertrust as a neutral broker in highly contested policy contexts.
- Demonstrated leadership and experience in managing teams (employees and volunteers), change management, and multiple projects and priorities.
- A demonstrated ability to work within diverse teams while being able to work independently with minimal supervision.
- Excellent written and verbal English communication skills.