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5 May 2017

Danielle Wade
Phoxai Village
Unit 3, House 038,
Sisattanak District
Vientiane Lao People's Democratic Republic

Danielle.wade2@gmail.com

Dear Danielle,

I am pleased to offer you the position of Program Lead Resource Recovery Infrastructure with Sustainability Victoria (SV), reporting to Amanda Neilson, Manager Resource Recovery Infrastructure on a fixed term basis.

You will commence work effective 13 June 2017 and your three (3) year fixed term contract will expire on 13 June 2020. Your contract will automatically terminate at the expiration of the fixed period of employment.

You have no reason to believe that your contract will extend beyond the finish date printed above and any representation that your employment will continue has no effect unless an extension offer is provided in writing. During the term of the contract, your employment may be terminated on notice in accordance with the VPS Enterprise Agreement 2016.

The individual terms and conditions relating to your fixed term contract are as follows:

Your employment status is full time fixed term contract. The classification of your position is VPS Grade 5.2 as defined under the Victorian Public Service Enterprise Agreement 2016.

Your current total salary package is confirmed as:

	FTE Equivalent
Base Salary (paid fortnightly)	\$100,431 p.a.*
Superannuation on Base Salary	\$9,540.95 p.a.
Total Package	\$109,972 p.a.

*Salary is pro-rated for part-timers

Your position description is attached. SV reserves the right to vary your position description from time to time.

The general terms and conditions relating to your employment are outlined in the VPS Enterprise Agreement 2016.

<https://www.fwc.gov.au/documents/documents/agreements/fwa/AE418873.pdf>

While working at SV, you will comply with the policies and procedures of SV as determined and as varied from time to time, as well as with the Victorian public sector Code of Conduct.

<http://vpsc.vic.gov.au/resources/codes-of-conduct/>

In addition, you must declare and avoid any actual, potential or perceived conflicts of interest at the time of your appointment with SV and throughout your employment with us

You shall not disclose to any person any “confidential information” which may have come to your knowledge and will be required to take all necessary precautions to prevent unauthorised access to such information.

For these purposes “confidential information” means any information about SV’s business which is not in the public domain and includes, but is not limited to, any note, memorandum, record, formula, writing, process, customer information, design or program obtained by or generated by you in the course of your employment. This obligation continues to apply after you have ceased working with SV.

You irrevocably consent to any or all acts or omissions of SV which may otherwise infringe your Moral Rights (as defined in the *Copyright Act 1968* (Cth)) in relation to any copyright work made or to be made by you (whether made by you alone or in conjunction with any other person) in the course of your employment. You give this consent for the duration of the Moral Rights. You also acknowledge that this consent is genuinely given.

Your employment will be subject to a probationary period of three months, as set out in the VPS Enterprise Agreement.

This letter, attached position description and the VPS Enterprise Agreement form the basis of the employment contract between us and should be retained as a record of the terms and conditions of your employment. Please read all documents carefully before signing the acceptance below.

You are encouraged to raise any questions you may have regarding this agreement with your manager or People & Culture prior to your commencement.

If you wish to accept this offer of employment, please sign the duplicate of this letter and return it along with a copy of the Position Description addressed to the Manager People & Culture marked “**Confidential**”, within 5 days of receiving it.

Also enclosed is a Sustainability Victoria commencement notice, choice of superannuation fund and tax file number declaration forms for completion, please either return these with your signed letter of offer, or bring the completed forms with you on your first day.

I would like to take this opportunity to congratulate you on your new position and I look forward to working with you.

Yours sincerely



Toni Toaldo

Manager, People & Culture

C.C. People & Culture for hr/files

Encl. Position Description

Acceptance

I acknowledge that I have read the Victorian Public Service Enterprise Agreement 2016 and Code of Conduct. I agree to the terms and conditions contained in the VPS Agreement, Code of Conduct and those outlined in this letter and attached Position Description.

Name:

(Print)

Signed: Date:



Position Description

Position Number:	101032
Position Title:	Program Lead Resource Recovery Infrastructure
Team:	Resource Recovery Infrastructure
Division:	Resource Recovery
Reports To:	Amanda Neilson Manager, Resource Recovery Infrastructure 03 8626 8782
Remuneration Level:	VPS Level 5
Status:	Fixed Term (3 years)

ABOUT SUSTAINABILITY VICTORIA

The vision of Sustainability Victoria is for a sustainable and thriving Victoria. One where practical and doable solutions combine to create a state which leads Australia in sustainable best practice and results.

Victoria has Australia's first statewide waste infrastructure plan, which provides a 30-year vision and roadmap for how Victoria will meet our needs for essential waste services and prioritise resource recovery. The Victorian government is also committed to leadership in climate change action. The Climate Change Framework, newly submitted legislation and a suite of energy efficiency and renewable energy policies set urgent action for our state to meet a zero net carbon emission target for 2020.

Our role at Sustainability Victoria is to promote and facilitate environmental sustainability. We work with the Victorian community – in partnership with our stakeholders across Victoria - to provide guidance, state-wide plans, incentives, recognition and promotion, and evidence to inform policy and build the case for change.

Our goal in the coming years is to expand our impact to inspire and influence as many Victorians as possible to take action. We will build on the practical information and guidance we provide and deliver programs and campaigns that inspire change because we've put our customers first and understood their needs.

We are all stakeholders in our own future and together, we can create a better Victoria for generations to come.

POSITION OVERVIEW

The Program Lead Resource Recovery Infrastructure role sits within Sustainability Victoria's Resource Recovery Infrastructure team within the Resource Recovery Division.

Working closely with the Manager, Waste and Resource Recovery Infrastructure, this position will lead delivery of priority programs to ensure government objectives and the goals of the SWRRIP, Sustainability Victoria's Towards 2020 Strategy and Business Plan are met.

Working to critical timeframes will require resilience, flexibility and determination to achieve results. Your ability to manage and lead complex cross-functional projects, as well as apply specialist knowledge and expertise to program development will be required, as well as your ability to coordinate the delivery of multiple project outcomes in accordance with funding program criteria.

A key aspect of this position involves collaborating, influencing and communicating program outcomes to a range of internal and external stakeholders to achieve improved waste and resource recovery outcomes for Victoria.



You will have proven experience in all aspects of project management and contract management including planning, monitoring, evaluation, reporting and continual improvement. Your communication and stakeholder management skills will ensure success in a fast paced and dynamic environment.

This is a fantastic opportunity to work at Sustainability Victoria in a team that is results driven and responsible for high profile deliverables.

KEY ACCOUNTABILITIES

- Lead delivery of programs through collaboration with team members, the division and SV
- Manage program design and coordinate integration with SV strategies and business plans to ensure delivery of outcomes
- Contribute to team annual work plans and monitor progress.
- Contribute to team development and determine areas for improvement and efficiency.
- Project management governance including identification and management of risks, budget, resourcing and outcome delivery performance
- Ensure adequate contract management meeting organisational probity and procurement requirements
- Monthly reporting including financial performance funding program and individual projects status
- Lead communication on program contribution to SV's strategy outcomes – internally and externally as required
- Strategically manage relationships with internal & external stakeholders to enable collaboration and to increase effectiveness and efficiency.
- Manage program evaluation ensuring appropriate evaluation of SV activities
- Identify and create opportunities to promote key learnings from programs
- Provide timely and effective communication to Manager regarding program or project delays or issues.

KEY SELECTION CRITERIA

- Demonstrated ability to constructively lead, motivate and support others to ensure successful delivery of funding programs and individual project outcomes
- Demonstrated project management experience using a project management framework including advanced reporting and budgeting skills
- Demonstrated ability to manage contracts and effectively plan milestone delivery
- Knowledge of the waste and resource recovery industry and infrastructure
- Demonstrated ability to partner with stakeholders to achieve mutually beneficial solutions
- Experience in program evaluation and promotion to internal and external stakeholders
- Strong written and oral communication skills including report development and presenting to senior staff

CAPABILITIES (FROM THE SV CAPABILITY FRAMEWORK)

<p>Strategic Focus: Developing effective funding programs and individual projects that align with SV's strategic plan, business plan and SWRRIP.</p> <p>An employee advanced in this capability aligns resources to enable the execution of strategic outcomes.</p>	<ul style="list-style-type: none"> • Makes recommendations to stakeholders and SV management to achieve waste and resource recovery outcomes based on a strong evidence base that takes into account the complex operating environment faced by key stakeholders and SV. • Designs programs and manages multiple resources to ensure that program delivery aligns and contributes to strategic outcomes.
<p>Client & Stakeholder Focus: Creating and maintaining positive relationships with internal and external stakeholders through the appropriate management of expectations and agreed objectives.</p> <p>An employee advanced in this capability considers broader purpose and long-term context when providing advice</p>	<ul style="list-style-type: none"> • Proactively builds and maintains positive relationships with key external stakeholders to maximise delivery of SV programs and contribution to strategic outcomes. • Through collaboration with internal and external stakeholders, actively seeks to understand the priorities and interests of various stakeholders and key individuals and takes action with these perspectives in mind. • Identifies and realises opportunities to bring together stakeholders to form partnerships and share learnings to link and leverage to influence achievement of greater outcomes
<p>Technical Expertise & problem solving: Effective application of technical and professional skills and knowledge in role-related activities, including keeping up with current developments and trends.</p> <p>An employee advanced in this capability applies critical thinking to the development of advanced solutions</p>	<ul style="list-style-type: none"> • Develops programs and other mechanism of intervention to support delivery integrated waste management outcomes in line with the SWRRIP and SV's objectives, • Using experience and drawing knowledge from other stakeholders to identify opportunities to achieve waste and resource recovery outcomes.
<p>Leadership at all levels: Influencing and engaging others to encourage initiative, responsibility, and the accomplishment of shared tasks, goals and delivery of outcomes. This includes displaying leadership even when not in a formal leadership role, taking accountability, and motivating, guiding and developing others to deliver results.</p> <p>An employee advanced in this capability connects</p>	<ul style="list-style-type: none"> • Fosters a constructive and transparent project team culture focused on achieving clearly articulated goals aligned with SV strategic outcomes. • By engaging constructively with key stakeholders and communicating in a manner that facilitates understanding, this role will build strong relationships with key stakeholders to achieve a shared vision, purpose and agreed implementation.

<p>strategy to outcomes across the division, leading and supporting others to ensure successful delivery.</p>	
<p>Continuous improvement & innovation: Works to improve the efficiency and quality of existing processes through generating innovative solutions and trying different ways. Committed to finding a better way in the face of obstacles or inefficiencies. Proactively creates improvements, ensuring a better quality outcome.</p> <p>An employee advanced in this capability appropriately challenges status quo to identify improvement opportunities.</p>	<ul style="list-style-type: none"> • Through well informed discussion, timely support and provision of a high standards of information, advice and feedback this position will encourage and enable key stakeholders to undertaken timely and effective planning and deliver key outcomes.

SV VALUES

SV is committed to the values of the Victorian Public Sector:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human Rights

WHAT SV OFFERS YOU

Here at Sustainability Victoria we employ people from a diverse range of professional and technical backgrounds. We pride ourselves on excellence and are committed to the development of all our employees.

- We aim to give our people the opportunity to work on an exciting range of projects, we offer our employees flexible work and leave arrangements, generous parental and carers leave, ongoing professional development and excellent health and wellbeing initiatives
- As a Victorian Public Service employee, you will be eligible for discounted private health insurance products and services.
- You will work with talented people and be an ambassador for our attributes – focused, knowledgeable, credible, helpful, practical and energetic.
- Sustainability Victoria encourages sustainable transport both to and from work, and for work activities. We are a bike-friendly employer, and operate a Rail Club to further encourage employees to use public transport.
- Employment with Sustainability Victoria is subject to the Victorian Public Service Workplace Determination.
- Sustainability Victoria makes a superannuation contribution as outlined by legislation to a complying fund of your choice.
- Sustainability Victoria is an Equal Employment Opportunity Employer and abides by the workplace guidelines of the Occupational Health and Safety Act.
- The collection and handling of information will be consistent with the requirements of the Information Privacy Act 2000.