

Research and Innovation Coordinator

- Fixed-term Part-time position (FTE 0.6, 12 months)
- Melbourne based
- Engage with representatives from across the Australian water sector
- Benefit the water industry and their customers through improved customer driven innovation
- Coordinate and manage collaborative research projects between WSAA members and our research partners.

1. INTRODUCTION

The Water Services Association of Australia (WSAA) is the peak body of the Australian urban water industry. Its members provide water and wastewater services to over 20 million customers in Australia and New Zealand and many of Australia's largest industrial and commercial enterprises.

WSAA provides a forum to discuss issues of importance to the urban water industry and, where appropriate, is a focal point for communicating the industry's views. It facilitates cooperation to improve the industry's productivity. WSAA also supports urban water service providers in meeting community expectations in relation to the environment, sustainability and public health in a cost-effective manner.

WSAA's vision is for Australian urban water utilities to be valued as leaders in the innovative, sustainable and cost effective delivery of water services. WSAA strives to achieve this vision by promoting knowledge sharing, networking and cooperation amongst its members. WSAA identifies emerging issues and develops industry-wide responses and is the national voice of the urban water industry, speaking to government, the broader water sector and the Australian community.

WSAA serves its members by:

- Promoting knowledge sharing, networking and cooperation for the benefit of the urban water industry;
- Identifying emerging issues of importance to the urban water industry and developing strategic responses;
- Developing industry-wide approaches to national water policy issues;
- Being the voice of the urban water industry at the national level;
- Facilitating strategic standardisation, industry performance monitoring and benchmarking;
- Delivering projects and research outcomes of national significance;
- Providing information and communicating in a timely and effective manner.

2. THE POSITION

The Research and Innovation Coordinator is a mid-level position within WSAA reporting to the Manager, Research and Innovation. This is an important support role within the organisation involving the management of the research collaboration process between WSAA members and our research partners. The role involves member liaison and providing administrative support, project management and coordination of research and innovation activities including Technology Approval Group (TAG) as required.

The Research and Innovation portfolio sits under the Liveable Communities Committee and provides support to deliver projects and thought-leadership pieces for the water industry as needed. The role also involves coordination of research and innovation efforts across the Utility Excellence Committee and Customer and Industry Leadership Committee, ensuring research and innovation needs across the breadth of the WSAA membership are addressed.

The successful applicant will be expected to:

- Assist in coordinating collaborative research projects between WSAA and the international organisations. This includes project and contract/invoice management as well as providing regular updates on the status of projects for the WSAA Board and its committees.
- Provide administrative support, attend meetings, set up collaborative trials and track performance of the service provider of the TAG program.
- Actively contribute to knowledge transfer by assisting WSAA members gain access to research related websites and tools, and assist in raising the profile of research across WSAA and the urban water industry e.g. through newsletters, webinars and other communications.
- Engage with WSAA members on a regular basis (i.e. by phone, the WSAA online portal, or face-to-face) to provide support for new initiatives, develop collaborative arrangements for research projects, understand member requirements, provide regular project status updates and resolve member enquiries.
- Plan and deliver workshops and meetings for the Research Managers' Network, including development of the agenda, preparing papers, organising presentations, running discussion sessions and writing up actions and outcomes.
- Coordinate and manage projects, under guidance, to deliver the research and innovation portfolio of projects. This involves supporting the various project steering groups by completing relevant project tasks and acting as a liaison with any consultants who have been engaged.

3. PROFESSIONAL REQUIREMENTS

The Research and Innovation Coordinator requires the following:

- A tertiary qualification in Engineering, Science or a related discipline.
- Demonstrated ability to engage with people, understand their needs and requirements and deliver outcomes that meet those requirements;
- Demonstrated ability to achieve outcomes in a timely manner through influencing others without direct authority;
- Experience in managing and delivering projects
- Ability to coordinate multidisciplinary teams;
- Strong, presentation, verbal and written communication skills;
- The ability to work with minimal supervision.
- The ability to develop a strong network of contacts within water utilities, other industries, service providers and research partners is desirable.



4. PERSONAL QUALITIES

The Research and Innovation Coordinator should have:

- A high level of respect and integrity;
- A positive attitude, initiative and enthusiasm;
- Confidence and a high level of self-motivation;
- A strong innovation and customer outcomes focus;
- Good people skills; and
- A genuine interest in the development of the water industry.

5. QUALIFICATIONS

Tertiary qualifications in Engineering, Science or related field.

6. EXPERIENCE

- 3 - 5 years' experience in water or a related industry; particularly in the areas of research, innovation and/or integrated water management.
- Experience in coordinating and working with a team to deliver an outcome;
- Experience in managing projects and delivering tasks within a specified time and budget;
- Knowledge of the urban water research environment is desirable but not mandatory.

7. TERMS OF APPOINTMENT

The appointment is a part-time, fixed term position for 12 months.

The position will be based in Melbourne.

Some travel within Australia will be required.

This is a part-time, 12 month contract position pending the completion of a successful 6 month probationary period. The position will be based at the WSAA offices in the Melbourne Docklands. Some travel within Australia will be required.