

Executive Manager Corporate & Assurance

Classification	SES 2
Team	Corporate & Assurance
Reporting to	Managing Director
Location	Office based in Bridge Street, Bendigo. Flexible work arrangements available
Effective Date	17 March 2025

Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

Position overview

The EM Corporate & Assurance is a trusted advisor to the Managing Director and key member of the Executive Leadership Team (ELT) that will drive the business actions and transformational change to achieve the strategic goals and outcomes identified in "Our Strategy - dhelk gatjin dhelk balak".

The EM Corporate & Assurance leads the multi-disciplinary team by overseeing the management, delivery and performance of the enterprise-wide functions of:

- a. Finance and financial compliance
- b. People, Capability & Safety
- c. Information technology and digital systems
- d. Commercial & Legal
- e. Risk & Assurance
- f. Corporate Secretary, Legal Counsel & Corporate Governance

EM Corporate & Assurance is responsible for the effective planning, management and control of the services that support the organisation and enable the business to deliver business excellence and achieve its objectives. EM Corporate & Assurance also has oversight of the Chief Financial Officer and their responsibilities of ensuring that the corporation can operate as a going concern and meet its financial obligations.

Position dimensions

Capital and expenditure budget	Direct operating budget ~\$28m annually. Capital expenditure between ~\$3 - 4 m annually. Indirect impact on achievement of the annual Corporate Plan of ~\$196m revenue, ~\$173m in operating expenditure and ~\$100m of capital expenditure.
Authorities/delegations	Full delegated authority for the management of the Corporate & Assurance business unit. Refer to the Instrument of Delegations Policy
Number of reports	6, with an overall team of approx. 60
Internal working relationships	Board and Managing Director, Executive Leadership Team, Senior Leadership, and all business units
External working relationships	Government and regulatory agencies, financial institutions, consultants, suppliers and customers, Victorian Auditor General's Office (VAGO), Dept of Treasury and Finance (DTF), water industry organisations and corporations
Other	Not applicable

Key result areas

Corporate Governance & Board Support

- Lead and support the Corporate Secretary in ensuring effective governance practices and compliance with regulatory requirements.
- Provide strategic oversight of Board and Committee functions, ensuring agendas and reports enable effective decision-making.
- Oversee the development and management of the Governance Framework, including policies, Board and Committee Charters, and conflict of interest protocols.

- Work with the Corporate Secretary to provide governance advice to the Board, Executive Team, and staff, ensuring compliance with ministerial expectations.
- Ensure Board Performance Reviews are undertaken at regular intervals

Finance and Financial Compliance

Work closely with the CFO and Finance team to:

- Ensure the corporation's financial sustainability, managing financial resources, budgets, capital investments, and statutory compliance.
- Oversee financial reporting, treasury functions, and budgetary performance to align with corporate strategic objectives.
- Maintain key relationships with external financial and regulatory bodies, including State Govt bodies and departments (e.g.: VAGO, DTF, TCV), auditors, and industry networks (e.g.: WSAA, VicWater).

People & Safety

- Drive a culture of workplace health, safety, and wellbeing, ensuring compliance with AS/NZS 45001:2018.
- Ensure the health, safety and wellbeing of staff, contractors and the general public are protected from harm or injury through safety management systems and a culture that achieves a safe, healthy and inclusive workplace.
- Foster a corporate culture aligned with the organisation's values, vision, and public sector expectations.
- Ensure the organisation attracts, recruits, and retains diverse and talented staff, meeting skill and capability needs.
- Oversee workforce planning to ensure the corporation attracts, develops, and retains skilled personnel.
- Ensure compliance with industrial relations, workplace policies, and legal obligations, including harassment, bullying, and discrimination laws.
- Lead diversity, inclusion, and gender equity initiatives to align with corporate objectives
- Ensure key safety and people metrics regularly measured to monitor trends, drive decision making and are reported to the Executive Leadership Team, the Board and its' sub-committees

Information Technology and Digital Systems

Work closely with the CIO and IT team to:

- Enable digital transformation to ensure technology and data systems support the corporates current and future needs and cyber security standards.
- Oversee the management, delivery and performance of information technology systems and services to the corporation, ensuring systems are fit-for-purpose, secure and meet client service standards
- Champion innovation and continuous improvement in digital and commercial operations.

Risk & Compliance

- Lead the enterprise risk management framework, aligning risk appetite with corporate strategy.
- Enhance risk culture and ensure compliance with legal, regulatory, and policy obligations.
- Oversee internal audit functions, insurance portfolios, and compliance with enforcement obligations related to water management.

Commercial & Legal

- Oversee the corporation's procurement function, ensuring alignment with government policy and value-for-money outcomes.
- Together with the Legal Counsel and commercial team, coordinate access to expert legal advice (including external services where required) on contracts, procurement, privacy, and corporate operations
- Provide leadership on legal matters, ensuring expert advice on contracts, probity, privacy, and regulatory requirements.

Business Unit Leadership

- Oversee and monitor the direction, progression and achievement of the team's functions and objectives that deliver customer value, operational excellence, and continual improvement.
- Identify, lead, and support change (and change management) to improve organisational performance.
- Provide clarity and direction for the team and develop the capability of individuals, including the next generation of leaders.
- Proactively work to understand and manage group morale and individual wellbeing.
- Manage resources, budgets and milestones within financial delegation and role requirements.

Performance level (complete using performance level descriptions)

<p>Action and accountability</p>	<p>The role operates with a high level of independence and provides expert advice and counsel to the organisation. Development of strategies to resolve long term problems is a key feature for this role together with having a direct influence over organisation wide policies and programs.</p> <p>The role oversees multiple, integrated business enabling functions and must apply a strategic understanding of the relevant contexts (social, political, environmental, technological, etc).</p> <p>Deliverables of the role impact across the entire organisation and may impact externally on customers and the community.</p>
<p>Judgement and problem solving</p>	<p>This role makes decisions within a complex and dynamic environment due to the responsibility spanning across a broad range of business activities across finance, technology, people and risk.</p> <p>Problem resolution involves assessing risk in the context of uncertainty and judgment must be applied to assess the impact across multiple facets such as the financial, operational, regulatory, environmental, reputational and social impacts together with considering the long-term implications.</p> <p>This role has the freedom to make critical decisions about key priorities and how they are to be achieved. Problem resolution is frequent with the requirement to think laterally and develop new and innovative solutions.</p>
<p>Specialist knowledge and skills</p>	<p>This role is required to apply extensive knowledge and skills over multiple business disciplines corporate support and services. A solid understanding in the following areas:</p> <ul style="list-style-type: none"> • financial and risk management • corporate governance and compliance • legal and regulatory experience • knowledge of IT governance, digital transformation and cybersecurity <p>This role also requires in-depth commercial acumen</p>
<p>Interpersonal skills</p>	<p>This role operates within the space of facilitating and leading relationships and is required to engage and influence both internal and external stakeholders. Negotiation and conflict resolution are a regular feature of this position, together with maintaining collaboratively networks within the organisation and externally with multiple government departments and regulatory stakeholders.</p> <p>This role requires the ability to lead and motivate others in the achievement of objectives and constructively participates in a several internal and external committees and working groups.</p>
<p>Leadership level</p>	<p>Lead enterprise: Organisation-wide leadership</p>
<p>Qualifications and experience</p>	<p>Extensive knowledge and experience at an executive leadership level, ideally within the water industry or Government. Key experience includes leadership of a range of Corporate Service/Support functions.</p> <p>This role requires tertiary qualifications in a relevant field such as business or commerce, IT or Finance and preferable postgraduate qualifications such as an MBA.</p>

Shared goals

<p>Health safety and wellbeing</p>	<p>Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.</p>
<p>Environmental stewardship</p>	<p>Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.</p>
<p>Executive Leadership</p>	<p>Demonstrate strong corporate leadership and teamwork by actively contributing to the organisation's vision, strategy, and culture.</p>

	<p>Take full responsibility for shaping the strategic direction of the Business Unit, aligning activities to organisational priorities while fostering a high-performing workforce through coaching and development.</p> <p>Represent the organisation in external negotiations and ensure sound financial decision-making to optimise resource allocation and business performance</p>
Victorian public sector values	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

Special assessment and requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- This is an executive position with critical responsibilities to business delivery. From time to time, work outside business hours to deliver on deadlines will be required, or you might be required to work at remote locations requiring overnight stay on occasion.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- Tertiary qualifications in a relevant field such as business or commerce, IT or Finance and preferable postgraduate qualifications such as an MBA CA/CPA qualified or overseas equivalent
- Extensive experience in an executive management position with proven financial acumen and experience across a range of business support functions such as IT, HR, Risk & Compliance etc.
- Highly developed interpersonal and communication skills with the ability to negotiate, persuade and resolve grievances, conflict and complaints and achieve desired outcomes.
- Proven ability to lead, develop and challenge work teams to achieve objectives and high levels of performance and adapt to a constantly changing operating environment
- A team player, with a proven record in developing staff and creating a positive supportive work environment resulting in high performing teams which achieve objectives and demonstrate continuous improvement. Commitment to Coliban Water's leadership brand is essential.
- Demonstrated experience in successfully adapting to a constantly changing operating environment

Position acceptance

I have read and understand the contents and obligations of this position description. I also understand I have obligations to comply with all Coliban Water policies and procedures.

Type or print name	Insert signature	Click or tap to enter a date.
Employee name	Employee signature	Date