

# Landowner Liaison Officer

## POSITION DESCRIPTION

<b>Position Title:</b>	Landowner Liaison Officer – Greater South East Irrigation Scheme
<b>Reports To:</b>	Project Manager – Design & Landowner Liaison
<b>Location:</b>	Hobart
<b>Instrument:</b>	Water Industry Award 2020
<b>Award Classification:</b>	Level 4
<b>Salary Band:</b>	\$100,000 to \$120,000
<b>Employment Basis:</b>	Full Time, Fixed Term (5 years)
<b>Hours of Work:</b>	38 hours per week

## Organisation

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for developing and operating irrigation schemes, typically funded through public / private partnerships.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 16 new irrigation schemes, and advanced planning on a further six schemes.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

All schemes developed and operated by Tasmanian Irrigation are economically viable, environmentally sustainable, have strong community endorsement, are designed to last at least 100 years and deliver water at an average reliability of more than 95 per cent per annum.

## Role Purpose

The Landowner Liaison Officer (LLO) is a primary point of contact for landholders who are impacted by the project. The role has two key objectives:

1. Being responsible for establishing and maintaining positive relationships between TI and landowners, to facilitate access to land for design, construction and O&M activities; and
2. Being the primary point of contact for farmers wishing to purchase water from TI.

## Key Responsibilities

### Land Access:

- Act as the primary point of contact between TI and landholders, developing and maintaining positive relationships with landholders.
- Coordinate access on private and public land for field surveys to be conducted.
- Identify new landowners on potential alignment routes and facilitate initial written contact to establish preferred contact methods.
- Coordinate landholder meetings to discuss proposed infrastructure footprints and gain landholder input.
- Work collaboratively with landholders to develop Landholder Access Agreements in readiness for the construction phase.
- Assist the Project Manager in negotiating land access, easement and right-of-way for irrigation infrastructure.
- Work collaboratively and constructively with Project Manager and Project Team to ensure landholder concerns are raised and appropriately addressed.
- Maintain Landowner Access database with updated access arrangements and key communication.
- Organise community meetings, public forums, and stakeholder engagements.
- Provide input on project planning to minimise disruption to landowners and support project success.
- Identify, report, and escalate project risks in accordance with TI's risk management framework.
- At the completion of the project, handover to the O&M staff.

### Water Purchase:

- Maintain detailed records of interactions, agreements, and issues related to water rights applications.
- Assist existing and potential irrigators to fulfill their Water Sales Purchase and Conversion requirements ensuring documentation is correctly administered for submission.
- Work collaboratively with Commercial Services and the Water Trading Document Administrator in Water Trading Transfers and follow up on outstanding water entitlement purchase applications and contract issues.
- Provide administration assistance for the Water Trading Document Administrator in the application acceptance process including merging data for bulk distribution.
- Maintain and update the water purchase database in a timely manner, so that information is consistently current and accurate.
- Assist the Project Manager in related project administrative tasks.

Safety:

- Be responsible for own health and safety (including mental health) and the health and safety of others.
- Actively promote workplace health and safety.
- Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements.
- Be aware of and promote fire and emergency procedures.
- Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing.

## Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with TI's Delegations of Authority. This is a role with a low to medium level of independence, with low to medium level of direction provided on a day-to-day basis. Guidance and advice are available from the Project Manager – Design & Landowner Liaison and the Project Director as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with TI policies and procedures. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

## Organisational Relationships

Reports to:	Project Manager – Design & Landowner Liaison
Direct Reports:	Nil
Key Internal Relationships:	Project Manager, Project Team and broader Program Development and Delivery team Technical Support Services team Environmental, Health and Safety team Commercial Services (Project Accountant; Water Trading Administrator) Water Delivery team
External Relationships:	Landholders within the GSEIS district Water entitlement holders (irrigators/farmers/investors) External contractors (construction contractors and consultants) Local councils – Central Highlands, Southern Midlands, Derwent Valley, Brighton, Clarence and Sorell Regulators/Government departments as relevant (e.g. DNRE Tas, Inland Fisheries, UTAS/TIA) Other Government Business Enterprises as relevant (Hydro Tasmania, Tas Water)

Professional service firms

Leadership Teams: GSEIS Project Management Team and SLT.

## Knowledge, Experience & Qualifications

Demonstrable experience and competence are required in the following:

- landholder engagement, community engagement or a related field.
- Strong interpersonal and communication skills, with the ability to handle conflict resolution.
- Ability to interpret maps and construction drawings.
- Ability to work effectively in a fast-paced project environment.
- Proficiency in the Microsoft Office suite
- Proficiency with GIS mapping tools is desirable.

Qualifications, Licences and Accreditations:

### Required:

- Valid driver licence.

### Desired:

- Off-road driving competence
- Formal negotiation and conflict resolution training

## Respectful and Safe Workplace

Employees are expected to contribute to a workplace culture that is safe, respectful, and inclusive. This involves modelling behaviours that reflect TI's values, complying with and promoting safety procedures, and taking shared responsibility for identifying and managing risks to health, safety, and wellbeing, including psychosocial hazards. Employees are to encourage open communication, treat mistakes and near misses as opportunities for improvement, and support mental health and wellbeing initiatives.

Equally, employees must foster a respectful environment by demonstrating professional conduct, valuing diversity of thought, and ensuring interactions are free from bullying, harassment, discrimination, sexual harassment, sex-based harassment, victimisation, or occupational violence. All employees are required to take appropriate action to uphold TI's zero-tolerance approach to behaviours that compromise a safe and respectful workplace.

In accordance with its Recruitment Policy, Tasmanian Irrigation is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

### Key Selection Criteria:

- 1. Landholder relationship and engagement skills** - Demonstrated ability to build and maintain positive, respectful relationships with landowners, farmers and community stakeholders, acting as a reliable primary point of contact.
- 2. Experience supporting land access for infrastructure or agricultural projects** - Proven capability coordinating property access, facilitating meetings with landholders, contributing to access agreements, and supporting negotiations relating to easements or rights-of-way.
- 3. Effective communication and problem-solving** - Strong written and verbal communication skills, including the ability to explain project information clearly, gather feedback, address concerns constructively and support community engagement activities.
- 4. Administrative accuracy and record management** - Demonstrated experience maintaining accurate databases and records, preparing correspondence, and ensuring high standards of documentation relating to land access and water sales.
- 5. Knowledge of water entitlement processes (or ability to quickly learn)** - Experience assisting customers with application processes, reviewing documentation, or administering transactions such as water rights purchases, conversions or transfers.
- 6. Ability to work collaboratively within project teams and manage risks** - Proven ability to work cooperatively with project managers and cross-functional teams, raise and escalate landholder issues appropriately, and contribute to planning activities that minimise project impacts.