



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

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|---------------------------|----------------------------------------------|
| Unit: | Catchment Management |
| Position Title: | Program Manager, Environmental Assets |
| Reports to: | Executive Manager – Delivery Program |
| Location: | Huntly |
| Classification: | Executive Officer (EO) |
| Employment Status: | Full-time / Part-time |
| Hours of work: | Up to 38 hours per week |
| Date : | May 2019 |
| DM: | <u>NCCMA-94-172</u> |

1. The organisation

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Delivering programs in partnership with communities and other agencies, the North Central CMA works to deliver lasting change for the region's four river catchments and the many natural resources assets they contain.

Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future. Our Mission is that we create natural resource management partnerships and programs that deliver lasting change.

We achieve this through:

- Connecting natural resource management activities;
- Enabling active communities and;
- Supporting sound decisions with knowledge.

As a Catchment Management Authority (CMA) we pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this goal, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This supported by a workplace culture built on respect that is inclusive, adaptive and agile and can continue to enable increased participation by all members of our community in the protection of our natural environment.

2. Organisational Trademark and Behaviours

At North Central CMA, we strive to achieve our trademark, which is: *Knowledgeable, Engaging and Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- Seek to understand – embrace challenges and seek solutions
- Be honest and take responsibility – do what you say you will do
- See something, do something
- Show respect
- Actively engage



The North Central CMA's success is attributed to the behaviours, knowledge and skills of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ people who are aligned to our trademark and can commit to these behaviours. Together with the appropriate skills and experience, this commitment is required to become a dedicated and valued member of our team.

3. Organisational objectives

The North Central CMA has been established to achieve integration in land and water management throughout north central Victoria. The core business of the Authority delivers on accountabilities under the *Catchment and Land Protection Act 1994* and *Water Act 1989*, which primarily include:

- Coordinating the management of land, biodiversity and water resources through the development of a Regional Catchment Strategy (RCS);
- Enabling the regional community and partner organisations to provide local input to the planning and implementation of the RCS; and
- Working with our partners to formulate and deliver targeted interventions to protect the region's land, biodiversity and water assets.

The North Central CMAs strategic direction is also guided by other key Government strategic directions including: *Our Catchments, Our Communities*; *Water for Victoria*; *Protecting Victoria's Environment-biodiversity 2037*; *Victorian Waterway Management Strategy*; *Victorian Floodplain Management Strategy*; and *Victorian Climate Change Framework*.

The North Central CMA comprises a Board, which is directly responsible for strategic direction and which has final responsibility for the functions of the Authority.

4. Position objectives

This position plays an important role within the North Central CMA and is accountable for managing a team that delivers a large-scale natural resource management (NRM) program, usually consisting of several NRM projects. The role includes the management and leadership of employees together with mentoring across the organisation.

5. Key roles and responsibilities

- Lead the development and management of a large-scale natural resource management program to improve the condition of priority assets within the north central region
- Accountable for the delivery of a number of natural resource management projects within the program as detailed above
- Provide technical expertise on matters relating to the program and associated projects.
- Lead key research projects to improve understanding of the condition of the catchment, its communities, and threatening processes;
- Accountable for the appropriate monitoring of the program (including but not limited to key program deliverables, budgets and key resource condition changes).
- Prepare authoritative correspondence, briefing notes and status reports for North Central CMA senior management and external bodies as required. Prepare and deliver relevant agenda papers with recommendations for the North Central CMA Board, Community Consultative Committee and other forums.



- Provide leadership, direction and management to positions such as Project Managers, Project Officers and Catchment Restoration Officers

6. Key selection criteria

- An appropriate tertiary qualification in one of the following disciplines science, agriculture, environment, engineering, natural resource management or equivalent, with several years experience.
- Demonstrated experience and skills in the successful delivery of large and/or complex NRM projects, evidencing strong project management skills including planning, implementation, monitoring and evaluation.
- An ability to cooperatively and collaboratively solve problems, negotiate innovative solutions to difficult tasks and develop and improve effective partnerships with a range of colleagues and stakeholders to achieve NRM outcomes.
- Strong technical skills with demonstrated understanding and experience in Natural Resource Management.
- Proven people management skills and the ability to lead and develop a team to deliver natural resource management outcomes.
- Excellent written and oral communication skills including ability to prepare clear and concise assessments and reports suitable for communication to a range of stakeholders, government bodies and community members. It is highly desirable that the applicant possesses strong presentation skills.
- Demonstrated knowledge and experience working with communities & partners to create successful long term NRM outcomes, with a proven ability to negotiate and consult to gain positive outcomes.
- Proven business acumen and organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.

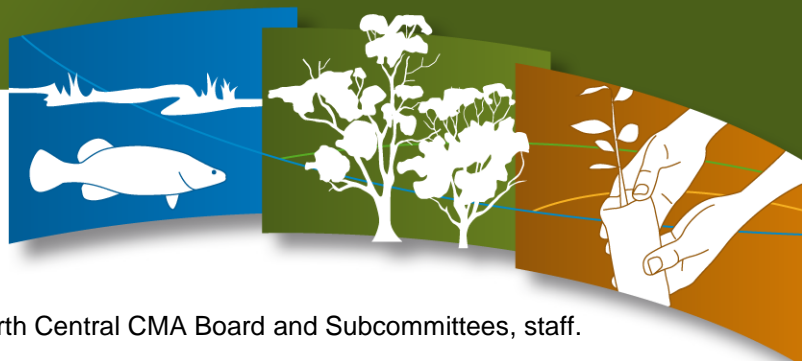
7. Other Selection Criteria & Special Position Requirements

- An understanding of Federal, State and regional water and natural resource management policies and strategies is desirable.
- A thorough understanding and awareness of North Central CMA objectives within broader Government policy as it relates to natural resource management.
- Proficiency in the use of computer and telecommunications technology including word processing, spreadsheets and databases, voicemail and email, etc.
- Knowledge of EEO and OH&S principles and practices as they apply in the Victorian Public Service.
- The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central region.

8. Organisation Relationships

Reports to: Executive Manager – Program Delivery

Responsible for: Project Managers, Project Officers and Catchment Restoration Officers.



Internal Liaisons: Executive Management, North Central CMA Board and Subcommittees, staff.

External Liaisons: Federal and State investors, community groups, government agencies, other stakeholders.

9. Occupational Health and Safety

- Ensure all appropriate actions are taken to observe the *Occupational Health and Safety Act 2004* and relevant legislation
- Adherence to all North Central CMA OH&S policies and procedures

10. Multi Skilling

Any employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base.

Provided that where an employee is directed to carry out any work within his/her classification band or work of a lower band, such work shall be performed without reduction in salary.

Provided further that where an employee is directed to carry out work of a higher band, the provisions of the higher duties clause of the NCCMA Enterprise Agreement shall apply.

Further information on the North Central CMA may be obtained from www.nccma.vic.gov.au.

11. Other Relevant Information

- The North Central CMA is an EEO employer and operates in a smoke free environment

For further information on this position, please contact Rohan Hogan, Executive Manager - Program Delivery on 03 5448 7124.

Note:

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other NCCMA documents such as letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed.

As many jobs evolve over time, position descriptions need to be reviewed regularly (for example at the annual performance discussion) and updated where there have been significant changes to any of its elements.