

Position Description

Position title:	Project Officer, Aboriginal Projects
Reports to:	Project Manager, Aboriginal Partnerships and Projects
Location:	Huntly
Classification:	Band 5/6
Employment status:	1 year
Hours:	30.4 hours per week (negotiable)

About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. 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.

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, 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 is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

Our culture

As a public-sector entity we behave in-line with the seven core values of the Victorian Public Sector, Responsiveness; Integrity; Impartiality; Accountability; Respect; Leadership and Human Rights

In addition to the Public Sector values, we have our own unique set of values – Care; Courage and Connection.

The North Central CMA's values (and supporting behaviours) represent what our communities, stakeholders, partners, and investors can expect from us and also guide our internal interactions.

The foundation of North Central CMA's success is in the behaviours, knowledge and skill 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 values. Together with the appropriate skills and experience, commitment to our values is required to become a dedicated and valued member of our team.

Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the Victorian Catchment and Land Protection Act 1994 and Water Act 1989. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include; Regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the Water Act 1989; and Statutory functions under Part 77 of the Water Act 1989.

The North Central CMA is principally responsible for protecting and improving the health of the region's natural resources in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies including: Our Catchments, Our Communities; Water for Victoria; Protecting Victoria's Environment-biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Living Murray Program and National Landcare Program.

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.

Position objective

This position plays an important role delivering projects which support the aspirations of First Nation peoples in relation to Natural Resource Management through thorough planning, management, and monitoring of projects. The role will include delivery of on ground works, coordinating project steering committees, supporting First Nations peoples and communities aspirations to be incorporated into seasonal watering plans and planning and delivering community engagement activities.

Core responsibilities and duties

- Develop and deliver project plans in partnership with Traditional Owners to understand opportunities for delivery of on-ground works, monitoring, training evaluation and development to increase cultural values and objectives in a culturally appropriate manner.
- Engage with the community (including the First Nations people and communities) to improve understanding and input into the development and delivery of projects.
- Establish and undertake monitoring of key project deliverables (including budgetary monitoring) and key resource condition changes throughout the life of projects.
- Contribute to and lead where required key planning and research projects to improve understanding of the condition of the catchment and threatening processes.

- As required, provide guidance to work placement students and Aboriginal student school-based trainees.
- Practice cultural safety by creating environments, relationships, and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Qualifications

An appropriate tertiary qualification in one of the following: cultural studies, environmental science, or natural resource management; or demonstrated equivalent skills and knowledge of engagement with Aboriginal culture and communities.

Key selection criteria

- Demonstrated experience and skills in working effectively with First Nations people and the ability to deliver projects, evidencing good project management skills including planning, implementation, monitoring and evaluation.
- Ability to understand Aboriginal cultural sensitivities to enable effective problem solving, negotiate innovative solutions and develop and improve effective partnerships to achieve NRM outcomes meeting Traditional Owner needs and aspirations.
- An understanding of or ability to develop an understanding of, Victorian and New South Wales Aboriginal water management.
- Written and verbal communication skills, with the ability to communicate with a range of partners and stakeholders.
- Computer skills; including word-processing, spreadsheets and databases, voicemail and email, and other corporate systems.
- Is self-motivated, demonstrates initiative and the ability to work to timelines and schedules across multiple project tasks.

Other position requirements

- An appreciation of Federal, State and regional indigenous, water and environmental 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.
- Demonstrated understanding of the application of GIS in NRM projects and outcomes.
- 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.

Relationships

Reports to:	Manager – Community and Relationships
Responsible for:	Nil
Internal liaisons:	Other staff, Regional Engagement Committee, Board
External liaisons:	Government departments; Local government; Non-government organisations; media; Traditional Owners, community groups and volunteers; contractors and consultants; other CMA communication staff; members of the public

Other relevant information

Diversity and Inclusion

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country. the contribution and interest of Aboriginal people and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

Flexible workplace

We understand that life balance is an important part of our employees' lives. We offer a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Health and Safety

Employees are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

Financial delegation

The position has a financial delegation of \$10,000 with policy FIN002 Financial Delegations.

Multi-skilling

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 North Central CMA documents such as collective agreements, 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. An 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.

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Privacy and Probity

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email at info@nccma.vic.gov.au