

Position Description

Position title:	Business Development Officer
Reports to:	Business Development Manager
Location:	Huntly
Band classification:	Band 5
Employment status:	Fixed Term
Hours:	Position may be full or part-time

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 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, National Landcare Program and Victorian Aboriginal Affairs 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.

Position objective

The Business Development Officer will support the development and delivery of the North Central CMA Business Development Program, including aid in the delivery of several key climate change priority initiatives across the organisation.

Core responsibilities and duties

- Creation of tailored business cases, prospectus documents and grant applications for potential investors
- Development of marketing and communication materials
- Stakeholder engagement and facilitation including coordinating community events
- Support the implementation and delivery of North Central CMA's business development plans, pilots, and programs.
- Administrative support of the Business Development Program via the provision of meeting agendas, minutes, and maintenance of budgets.

Qualifications

Tertiary qualifications in natural resource management, science, engineering, business or a similar discipline, or equivalent relevant experience. Post graduate qualifications and an interest in natural capital and/or environmental markets (including carbon) is highly advantageous.

Key selection criteria

- Demonstrated knowledge and experience collaborating with partners and communities to create successful NRM outcomes.
- Demonstrated experience in business development and/or sales and marketing with an entrepreneurial approach to the identification and securing of investment with a partnership-orientated approach.
- An ability to 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 cooperatively and collaboratively.
- Proven business acumen and organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.
- Ability to understand Federal, State and regional natural resource management policies and programs.
- Excellent written and oral communication skills with the ability to effectively engage a range of stakeholders (including management, government bodies, investors, and community members), and to develop marketing materials, grant writing or business case development.

Other position requirements

It is expected the incumbent understands North Central CMA objectives within broader government policy. The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central CMA region.

Relationships

Reports to:	Business Development Manager
Responsible for:	Nil
Internal liaisons:	CEO, Executive team, and other staff Board and sub-committees
External liaisons:	Government investors (State, Federal and Local) Other government agencies Landholders and communities across the region Non-government organisations Philanthropic and other investors

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.

Child Safety

North Central CMA is committed to child safety and all employees are required to abide by the Child Safe Code of Conduct which specifies the expected standards of conduct and appropriate behaviours required when working with and in the company of children. When working with children, employees are required to work in accordance with the Child Safe Standards and North Central CMA policies and procedures.

Financial delegation

The position has a financial delegation of \$10,000.

Multi-skilling

The purpose of a position description is to provide a job summary that can be used to assist in several 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*.

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