

# Project Officer

- Leading natural resource management agency
- The opportunity to contribute to river health and the environment
- Flexible work place



The North Central Catchment Management Authority protects and enhances the integrity of our catchments by working in partnership with communities to deliver enduring natural resource management outcomes. We are currently seeking an enthusiastic and motivated person to join our environmental flows team as a Project Officer.

Located at our Huntly office (near Bendigo), the Project Officer will work as part of the environmental flows team delivering the North Central CMA's component of the Living Murray Project and the Sustainable Diversion Limits Offset (SDL) projects.

The successful candidate will have:

- A tertiary qualification in environmental science, natural resource management or a related discipline, or equivalent experience.
- A demonstrated understanding of ecological and hydrological processes relevant to the management of environmental water.
- Experience in field based monitoring and the use of GIS mapping programs
- An ability to prioritise and work to deadlines

This position is offered for a 12-month period with the flexibility to be on a full-time or part-time basis. Graduates are encouraged to apply.

For further information about this position, obtain a position description from [www.nccma.vic.gov.au/Jobs and Tenders](http://www.nccma.vic.gov.au/Jobs_and_Tenders) or contact the North Central CMA on 03 5448 7124.

Applications must have a covering letter, address the key selection criteria and provide a current resume. Applications will be accepted until **5pm, Monday 21st April** and may be submitted by e-mail to [dpham@baysidepersonnel.com.au](mailto:dpham@baysidepersonnel.com.au)

Connecting Rivers, Landscapes, People



**NORTH CENTRAL**  
Catchment Management Authority  
*Connecting Rivers, Landscapes, People*

## POSITION DESCRIPTION

<b>Unit:</b>	Catchment Management
<b>Position Title:</b>	<b>Environmental Water Project Officer</b>
<b>Reports to:</b>	Project Manager
<b>Location:</b>	Huntly
<b>Classification:</b>	<b>Band 5/6</b>
<b>Employment Status:</b>	Fixed Term <b>(12 months)</b>
<b>Hours of work:</b>	Full time / Part time
<b>Date :</b>	April 2017
<b>DM:</b>	<b>NCCMA-94-129</b>

### 1. The organisation

The North Central Catchment Management Authority (CMA) mission is to enhance the integrity of our catchments in partnership with our communities.

Our vision is to be a benchmark organisation.

### 2. Organisational Trademark and Behaviours

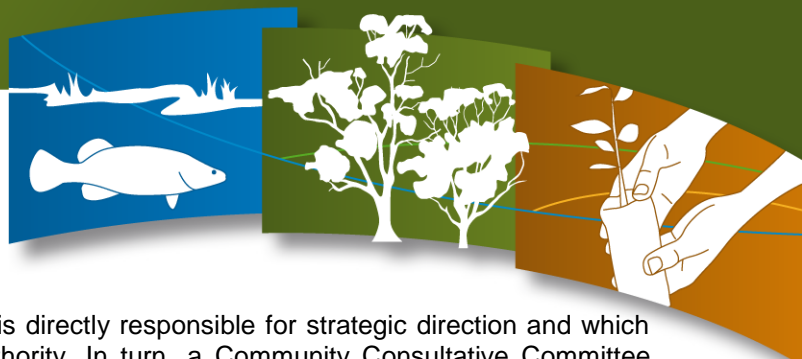
At North Central CMA, we strive to achieve our trademark, which is: *Knowledgeable, Engaging and Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- 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 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. This is achieved primarily through the Authority's role in developing and implementing the North Central Regional Catchment Strategy. The North Central CMA has other functions under the *Catchment and Land Protection Act 1994*, which entail the provision of advice to the Victorian Government on regional priorities for catchment management. These make up the Authority's direct business.



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. In turn, a Community Consultative Committee provides the Board with a community perspective on North Central CMA projects.

#### **4. Position background**

The North Central CMA is responsible for environmental water planning, management and monitoring in the North Central region of Victoria. This role will be involved in both the Living Murray Project and the Sustainable Diversion Limits Offset (SDL) projects, along with other projects as required.

The Living Murray (TLM) Project at Gunbower Forest is a significant component of the North Central CMA's environmental flows program. The Murray Darling Basin Authority established The Living Murray program in 2002 to address the declining health in the Murray River. The Living Murray program focuses on six iconic sites, of which Gunbower Forest is one, and at the time of its inception was Australia's most significant river restoration program in terms of scale, investment and political support. Through the Living Murray Project North Central CMA manages the planning and delivery of environmental water to Gunbower Forest and co-ordinates a monitoring program to assess ecological condition and specific responses to environmental water interventions. A key component of TLM project is also engaging with the local community to increase awareness of environmental water issues and to seek community input to environmental water management within the Gunbower Forest and Creek.

The Sustainable Diversion Limits Offset (SDL) projects; the Gunbower National Park (Gunbower SDL) and Guttrum and Benwell State Forests (Guttrum - Benwell SDL) is part of Victoria's Murray Darling Basin Plan Sustainable Diversion Limit Offset Works and Measures Program. The Gunbower and Guttrum - Benwell SDL projects are proposed supply measures designed to offset water recovery under the Murray-Darling Basin Plan by achieving equivalent or better environmental outcomes on the ground. The projects involve construction of a package of water delivery infrastructure such as pump stations and regulators to enable environmental water to be delivered to the floodplain forests. The North Central CMA has investigated the ecological values and water needs of both forests over the past three years, and has designed an operating regime that will help achieve specific ecological objectives for each forest. The projects are currently in the confirming concept designs phase and are scheduled to move into the detailed design phase within eight months. A key component of the SDL project is engagement of agency stakeholders through strict governance processes and working with directly affected land holders and the broader community.

#### **5. Position objectives**

The objective of the role is to work as part of a project team to deliver the North Central CMA's component of The Living Murray project at Gunbower Island and the Gunbower and Guttrum - Benwell SDL projects, and to support other projects as required.

The role will report directly to the North Central CMA's TLM and SDL Project Manager and will assist with environmental water management planning and delivery, environmental monitoring and associated reporting. Aspects of the role will also involve engaging with the community and agency stakeholders around environmental water and the SDL Projects.

#### **6. Key roles and responsibilities**

- Delivering on the core environmental watering activities such as:
  - Assisting with governance processes for project development and environmental water deliveries, including organising and participating in meetings and teleconferences with stakeholder agencies.
  - field-based observation and monitoring including photo point, water quality, flood extent mapping and waterbird monitoring.



- Data management of field collected data; and
- Compiling short technical reports of monitoring results.
- Contribute to the development, delivery and evaluation of environmental water projects to protect and enhance high value assets within the North Central region;
- Engage with the community (including the Aboriginal community) to improve understanding and input into the development and delivery of environmental watering projects. Specific duties will involve assisting with event organisation, recording minutes from meetings, and follow up activities as required.
- Contribute to and manage monitoring and planning projects to understand the condition and response to environmental watering interventions.
- Provide administrative support to the delivery of relevant projects.
- Contribute to efficient and effective working relationships with relevant regional State and Federal Government agencies, non-government organisations, water corporations, other stakeholder groups and the broader community.
- Undertake other duties as required by the Project Manager.

## 7. Key selection criteria

- An appropriate tertiary qualification in one of the following disciplines, science, agriculture, environmental or natural resource management, or the equivalent level of NRM experience.
- Understanding of ecological and hydrological processes relevant to the management of environmental water, in particular the understanding of floodplain and wetland ecology.
- Sound organisational skills with the ability to work independently to meet deadlines. Demonstrated ability to assign priorities to achieve results.
- Understanding of, or experience in, field based monitoring such as bird monitoring, water quality monitoring and photo point monitoring.
- Experience in the use of GIS mapping programs, such as ArcGIS, for the collection, analysis or presentation of data.
- Strong written and oral communication skills including the ability to prepare clear and concise assessments and reports and to liaise and negotiate with a range of stakeholders.
- Is self-motivated, demonstrates initiative and the ability to work to timelines and across multiple project tasks.

## 8. Other Selection Criteria & Special Position Requirements

- An understanding and awareness of North Central CMA objectives within the broader Government policy as it relates to natural resource management in the North Central CMA region.
- Proficiency in the use of information 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.
- A valid driver's licence

## 9. Organisation Relationships

Reports to: Project Manager

Responsible for: n/a

Internal Liaisons: North Central CMA staff, Community Consultative Committee

External Liaisons: Private landholders, Public Land Managers, Water Authorities, NGO's

## 10. 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

## 11. 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](http://www.nccma.vic.gov.au).

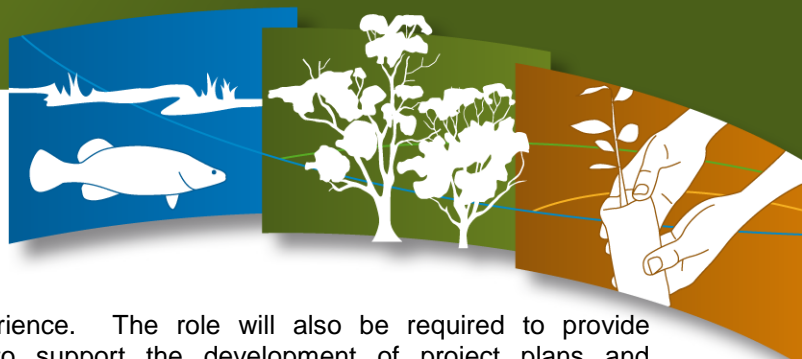
## 12. Job Characteristics

### 11.1 Accountability and extent of authority

The Project Officer will be directly supervised by more senior staff that will set work plan objectives within North Central CMA policies, procedures and budgets. The Project Officer's work will be governed by clear objectives and budgets with regular reporting mechanisms and frequent consultation with more senior employees. The impact of decisions made by the Project Officer will generally be limited to the project on which they are working.

### 11.2 Judgement and Decision Making

The Project Officer, working to North Central CMA policies and procedures, will be able to work as a member of a team or independently as required. Whilst problem solving required by the Project Officer can be technical in nature, the decisions made are generally based on established



practices, procedures and previous experience. The role will also be required to provide recommendations to Project Managers to support the development of project plans and management options for specific tasks. Guidance is usually available when making decisions.

### 11.3 Specialist Knowledge and Skills

The Project Officer will have knowledge of Natural Resource Management (NRM) issues in the North Central CMA region and the ability to apply their knowledge to a range of project related tasks. The role requires a thorough understanding of relevant technology, procedures and processes within their team and a basic understanding of budgetary processes. The Project Officer also requires an understanding of the long term goals of the wider organisation.

### 11.4 Management Skills

The Project Officer will be able to plan and manage their own time and deliverables with supervision from Project Managers with the ability to prioritise tasks in accordance with their work plan objectives and the set timeframes.

### 11.5 Interpersonal Skills

The Project Officer will have good oral communication skills (including presentation skills) and good written communication skills. The Project Officer will have the ability to work closely with and gain cooperation of colleagues and stakeholders internal and external to the organisation. The role requires the ability to work with others to resolve issues within their team and the wider organisation.

### 11.6 Qualifications and Experience

An appropriate Undergraduate Degree from one of the following: Environmental Science, Natural Resource Management or a related discipline, along with some relevant experience in the management of projects programs related to natural resource management.

## 13. Other Relevant Information

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

### **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.