



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Position Title:	Regional Waterwatch Coordinator
Unit / team:	Communication, Marketing and Engagement
Reports to:	Manager – Communication, Marketing and Engagement
Location:	Huntly Office, Bendigo
Classification:	Band 7 (\$65,917 – \$72,953)
Employment Status :	12 month contract; ongoing employment subject to funding.
Hours of work:	38 hours per week
Date:	November 2009

1. The organisation

The North Central Catchment Management Authority (CMA) works to **protect the natural environment** in North Central Victoria, with a focus on river health.

The organisation's mission is to lead, coordinate and integrate sustainable natural resource management for the benefit of our rivers and the communities that depend on them. To achieve this, the North Central CMA manages projects to restore river health; funds onground works to protect and improve the environment; and oversees the use of environmental water to improve the region's rivers and wetlands.

2. Organisational Trademark and Behaviours

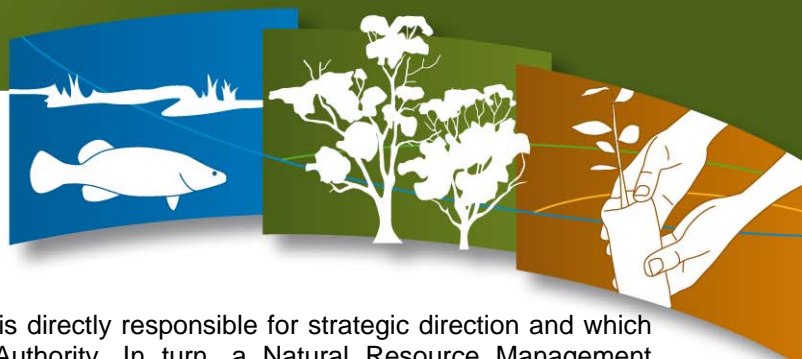
At North Central CMA, we strive to achieve our trademark, which is: *Innovative, Knowledgeable and Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- 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 Natural Resource Management Committee provides the Board with a community perspective on North Central CMA projects.

4. Position background

Waterwatch is a national community-based monitoring network which aims to develop the active participation of community groups and individuals in the protection and management of waterways. The North Central Waterwatch Program was established in 1993 by community members in the Rochester and Lockington area.

The main function of Waterwatch is to connect communities to their local waterways by increasing understanding and knowledge through the collection of water quality and biodiversity information, which in turn contributes to their management.

The current services of the Waterwatch program include supporting community collection of water quality data and biodiversity information, engaging students in the River Detectives Program and general community awareness events.

The Regional Waterwatch Coordinator supports the North Central CMA's community engagement role through coordination and delivery of the North Central Waterwatch Program

5. Key roles and responsibilities

Waterwatch Program

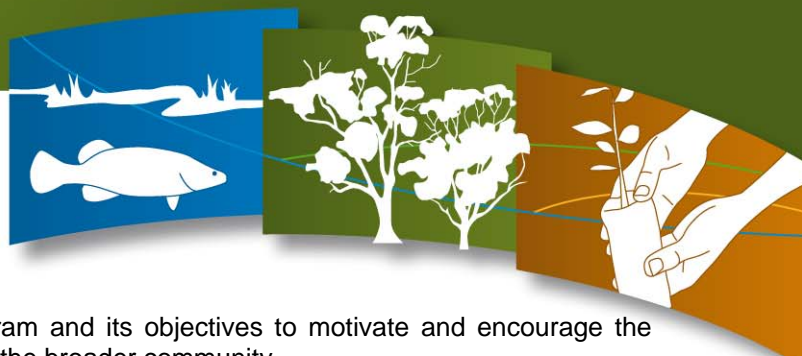
- Provide strategic direction for the North Central Waterwatch program, taking into account state and federal policies.
- Manage the Waterwatch program's budget and funding submissions.
- Oversee the delivery of the North Central Waterwatch program, ensuring that it meets objectives and budget commitments.
- Coordinate and/or deliver appropriate professional development for participants, and North Central CMA staff who contribute to the program.
- Coordinate an ongoing quality assurance / quality control program for Waterwatch participants.
- Maintain the Waterwatch database in order to record and maintain water quality data collected by Waterwatch monitors.
- Interpret and promote the use and inclusion of Waterwatch water quality data in natural resource management decision-making in the North Central CMA region.
- Communicate the Waterwatch program's objectives and achievements, through mediums such as the media, newsletter and website.
- Develop resources for Waterwatch related education and promotion.
- Participate in the planning and implementation of North Central CMA projects and organisational and team development activities as required.

Reporting

- Report and provide relevant information to North Central CMA management and partners, including State Waterwatch program, on the budgets, progress and implementation on the Regional Waterwatch Program.
- Provide information on achievements and events to North Central CMA's Manager – Communication, Marketing and Engagement

Liaisons

- Continue the development of partnerships with North Central CMA programs, Waterwatch participants, schools, community groups, government and non-government agencies and the State-wide Waterwatch network.



- Coordinate promotion of the Waterwatch Program and its objectives to motivate and encourage the involvement of stakeholder groups, schools and the broader community.
- Carry out other duties as required by the Manager–Communication, Marketing and Engagement.

6. Key selection criteria

- Understanding of environmental water quality monitoring and the techniques and technologies applied.
- Experience in the delivery of community engagement / education programs
- Well-developed project management and planning skills, with the ability to manage a number of projects and programs within time and budget constraints.
- High level presentation skills including the ability to effectively communicate with, and motivate, people from different fields including community, school groups, government and other stakeholders.
- Ability to maintain and develop partnerships with stakeholder groups and investors.
- Computer literacy, ability to use a database and skills in data management and interpretation.

7. Other Selection Criteria & Special Position Requirements

- Ensure all appropriate steps are taken to understand, adhere to and use the approved business processes and systems.

8. Organisation Relationships

Reports to: Manager – Communications, Marketing & Engagement

Internal Liaisons: Other staff, Natural Resource Management Committee, Board

External Liaisons: Waterwatch monitors, Government departments; local government; Non-government organisations; media; community groups; contractors and consultants; other CMA communication staff; members of the public.

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

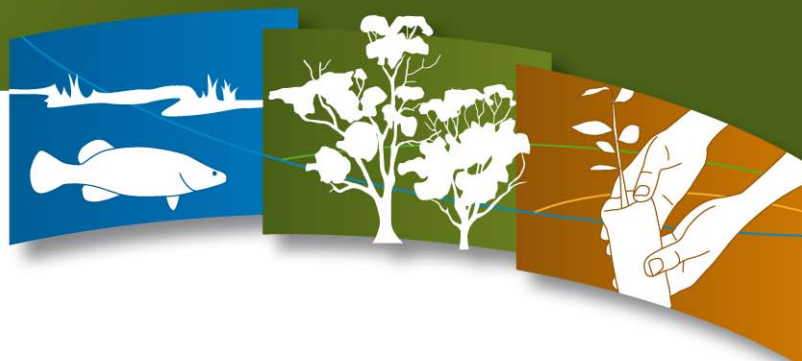
10. Multi Skilling

Any employee may be directed to carry out such duties that 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 a 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 North Central CMA Enterprise Agreement shall apply.

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



11. Job Characteristics

11.1 Accountability and extent of authority

- The incumbent will be accountable for all matters relating to regional Waterwatch support, including delivery of the Regional Waterwatch project.
- This position has the freedom to act within the organisational policies and procedures and subject to professional and regulatory standards.

11.2 Judgement and decision-making

- The work methods, procedures and processes are generally developed from theory and or precedent.
- The problem solving required may involve the application of established techniques to new situations.
- Immediate guidance may not always be available.

11.3 Specialist knowledge and skills

- The incumbent requires the need to understand the long-term goals of the wider organisation and its values and aspirations.
- An understanding of the organisational legal and political context is required.
- An understanding of the budgetary and financial processes is required.

11.4 Management skills

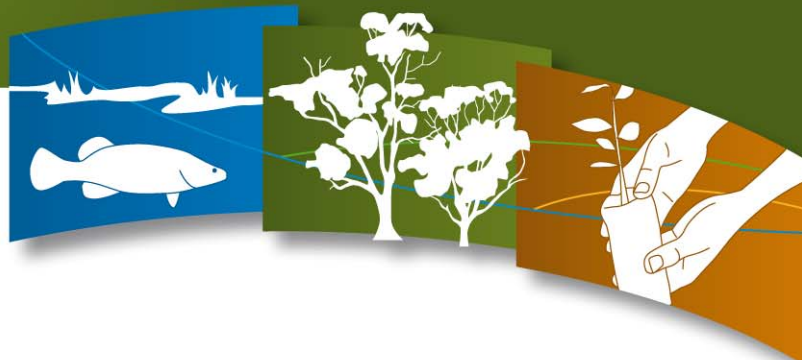
- The incumbent will require proficient skills in managing time, setting priorities, planning and organising their own workload to achieve specific objectives with resource and time constraints and despite conflicting priorities.

11.5 Interpersonal skills

- To successfully perform in this role, the incumbent requires the ability to gain cooperation and assistance from both internal and external stakeholders.
- The role requires the ability for the incumbent to liaise with their counterparts in other organisations to discuss and resolve specialist problems.
- The role will be required to resolve intra-organisational problems with employees in their own organisation.

11.6 Qualifications and experience

- A relevant undergraduate degree, or a demonstrated equivalent.
- Experience managing projects with a community engagement / development focus.
- Experience in natural resource management is desirable.



12. 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 visit nccma.vic.gov.au or contact Sandra Volk on 03 5440 1893.

Applications marked 'Confidential' will be received until and addressing the key selection criteria should be e-mailed to hrmanager@nccma.vic.gov.au or posted to:

HR Manager
North Central CMA
PO Box 18, Huntly VIC 3551.

by 22 January 2010.

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.