



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

## POSITION DESCRIPTION

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

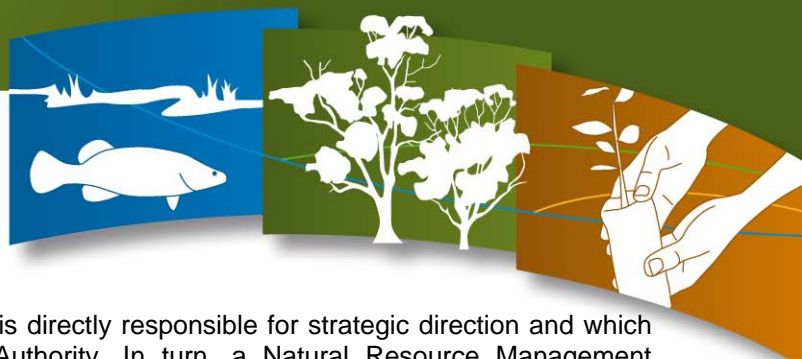
At North Central CMA, we strive to achieve our trademark, which is: *Innovative, Knowledgeable* and *Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- 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 objectives**

The Regional Landcare Coordinator is responsible for the regional implementation of the Victorian Action Plan for Second Generation Landcare – *Healthy Landscapes: Sustainable Communities* (VAPSGL). A major component of this responsibility is the development, implementation and review of the regional Landcare Support Policy and the Landcare Support Implementation Plan. The position will also contribute to the delivery of the North Central CMA Community Engagement Strategy.

The Regional Landcare Coordinator position sits within the Communication, Marketing and Engagement Team and will report directly to the Manager – Communication, Marketing and Engagement.

#### **5. Position background**

There are over 170 Landcare and other community groups involved in natural resource management in the North Central CMA region. Most on-ground activities occur in conjunction with Landcare and related groups, which represent a significant source of social capacity in undertaking natural resource management in the region. These groups are a vital means to engage communities and require effective support. An effective and engaged Landcare network is critical to enabling the North Central CMA to deliver on the Regional Catchment Strategy.

Previously, eight Shire-based Landcare Coordinators were employed throughout the region to provide a closer connection to the Landcare community. This level of coordinator support for Landcare finished at the end of the 2008–09 due to the changes in Australian Government's funding priorities. The North Central CMA is committed to ensuring that Landcare support is maintained. In August 2009, a Landcare Support Policy and Implementation Plan were endorsed by the North Central CMA Board.

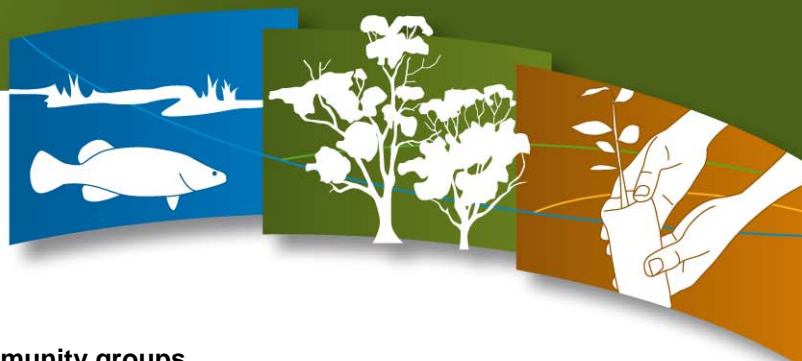
#### **6. Key roles and responsibilities**

##### **Coordinate Landcare support in the North Central CMA region**

- Coordinate strategic and integrated implementation of the Victorian Action Plan for Second Generation Landcare (VAPSGL) on a regional level through liaison with the State Landcare Coordination Team, existing Landcare Networks in the North Central region, Local Government Environment Officers, the North Central CMA, Department of Primary Industries, Department of Sustainability and Environment and the community.
- As a member of the Community, Marketing and Engagement Team, provide coordinated strategic leadership and support for Landcare in the North Central CMA region
- Provide high-level strategic advice to stakeholders, staff and the Manager – Communication, Marketing and Engagement to develop and implement Landcare business and broader Landcare movement outcomes for the longer term

##### **Undertake strategic planning to support Landcare in the North Central CMA region**

- Deliver the North Central Landcare Support Policy and the North Central Landcare Implementation Plan. Undertake regular reviews and provide input as appropriate to the Community Engagement Strategy and other relevant documents.
- Provide a regional Landcare support perspective to relevant regional plans and strategies, including the Regional Catchment Strategy.
- Be involved in the development and promotion of measures to encourage improved land and water management and sustainable regional development.
- Ensure that Landcare is represented, and involved in, the development and delivery of the Regional Catchment Strategy for the North Central CMA.



### **Build capacity within regional Landcare and community groups**

- Facilitate capacity building opportunities for individuals and community groups amongst the Landcare community, in particular by encouraging the uptake of frameworks, tools and processes developed by the State Landcare Coordination Team.
- Develop and coordinate volunteer management training and volunteer training
- Identify training needs in consultation with the Landcare community
- Actively encourage and initiate the development of Landcare Networks throughout the region, as well as supporting and strengthening existing Networks in the region

### **Communicate and promote Landcare in the North Central CMA region**

- Undertake a strong advocacy role for Landcare in the North Central CMA region
- Organise the development of extension and media materials to publicise regional Landcare as required
- Organise and promote events that highlight and recognise the role of Landcare in the region
- Engage Board and Natural Resource Management Committee members in Landcare-related activity as relevant.

### **Develop and Implement Landcare policy**

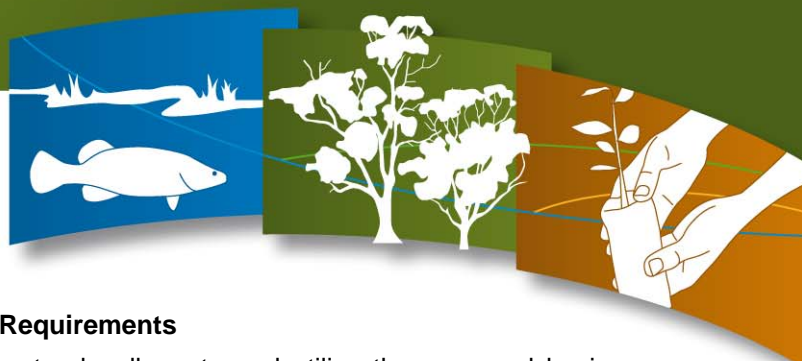
- Advise on and develop community natural resource management policy in the North Central CMA region, and contribute to state Landcare policy development through participation in the State Landcare Coordination Team.
- Provide individuals and communities with direct access to regional policy and decision-making, and input to Landcare program decision-making processes.

### **Monitor, evaluate and report on Landcare in the North Central CMA region**

- Manage budgets within the delegated area of responsibility and develop project proposals that attract investment to implement strategies and actions from the Regional Catchment Strategy, Landcare Support Strategy and other regional documents as appropriate. Manage the Landcare components of the Regional Management Plan and prepare quarterly and other reports as required.
- Coordinate and compile regional and State monitoring, evaluation and learning reports on a quarterly basis or as required.
- Develop and implement a measuring methodology for Landcare effectiveness in the North Central CMA region. Coordinate implementation of evaluation activities as required and ensure that the learnings are considered in ongoing implementation of the Landcare Support Strategy.

## **7. Key selection criteria**

- Strong demonstrated experience in delivering community engagement / development programs.
- Experience in, or knowledge of natural resource management with an appropriate tertiary qualification.
- Well-developed verbal and written communication skills. Excellent interpersonal and conflict management skills with an ability to liaise and negotiate with a range of stakeholders of varying seniority.
- Proven organisational skills with the ability to work independently to meet tight deadlines. Demonstrated ability to assign priorities to achieve results.
- Highly self-motivated and resourceful with a history of successful outcomes in networking, negotiation and liaison, and the ability to motivate others.
- Project and budget management experience.



## 8. Other Selection Criteria & Special Position Requirements

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

## 9. Organisation Relationships

Reports to: Manager – Communications, Marketing & Engagement

Responsible for: Landcare Project Officer

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

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

## 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 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

### 12.1 *Accountability and extent of authority*

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

### 12.2 *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.

### 12.3 *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 also required.
- An understanding of the budgetary and financial processes is required.

#### 12.4 *Management skills*

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

#### 12.5 *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.

#### 12.6 *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.

### 13. **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](http://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](mailto: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.