



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	NRM Delivery
Position Title:	Project Officer – Asset Projects (Maternity relief)
Reports to:	NRM Assets Project Manager
Location:	<i>Huntly Office, Bendigo</i>
Classification:	6
Position Number:	N/A
Employment Status:	Fixed Term 12 months
Hours of work:	38 hours per week
Date:	1 July 2010

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 on ground 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

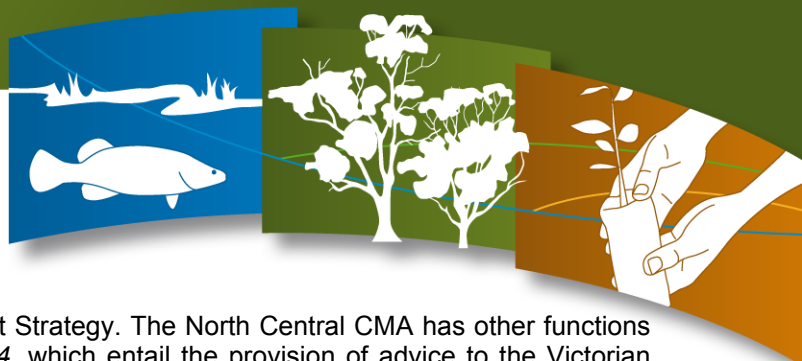
At North Central CMA, we strive to achieve our trademark, which is: *Innovative, Knowledgeable* and *Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- 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

This position plays an important role within the North Central CMA and will form a crucial part of the NRM delivery team.

The NRM delivery team is responsible for the delivery of a number of large scale NRM projects specifically targeted at high value NRM assets within the region. Projects vary in size from a few thousand dollars to millions of dollars and span river, wetland, terrestrial vegetation and soil assets.

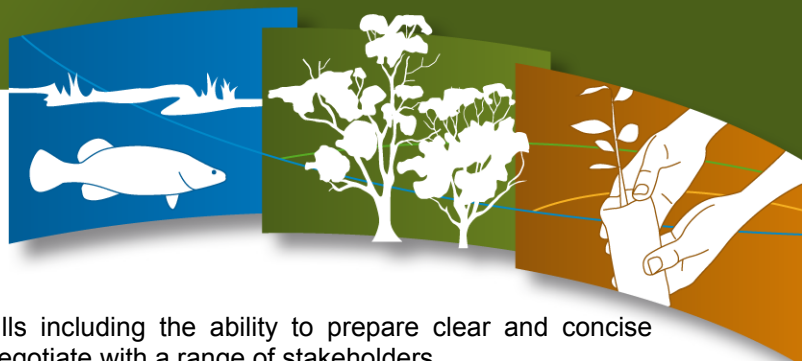
The objective of the role is to work as part of a project team to deliver projects aimed at improving these important natural assets. The role will need to respond to the specific requirements of each project and will include assisting project managers with the planning and development of on ground works, monitoring, evaluation and reporting, delivery of project activities and planning and delivering community engagement activities.

5. Key roles and responsibilities

- Contribute to the development, management and delivery of asset protection projects to improve the condition of high value natural assets within the North Central region;
- Undertake community engagement activities to improve community understanding and input into the development and delivery of NRM projects;
- Plan and support the delivery of on ground works such as revegetation, fencing and weed control to improve the condition of natural assets;
- Contribute to, and lead where required, key research projects to improve understanding of the condition of the catchment and threatening processes; and
- Assist with the monitoring of key project deliverables and key resource condition changes throughout the life of projects.

6. 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. Knowledge and understanding of pest plant and animal management and soil health would be an advantage.
- Demonstrated understanding of, or experience in, the delivery of natural resource management activities such as weed control, fencing, revegetation, land management and river health management.
- Experience in the planning and delivery of community engagement activities that relate to NRM, particularly working with the community.



- 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.
- Demonstrated ability to prepare and manage agreements and contracts with consultants and contractors, including the development of project briefs, management of budgets and overseeing the execution of contracts.
- Is self-motivated, demonstrates initiative and the ability to work to timelines and schedules across multiple project tasks.

7. Other Selection Criteria & Special Position Requirements

- A thorough 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.
- The incumbent must be the holder of a current Victorian driver's licence.

8. Organisation Relationships

Reports to: Program Manager NRM Assets

Responsible for: Project support for asset projects, including the Loddon Stressed River project.

Internal Liaisons:

- Board members
- CEO
- Natural Resource Management Committee members
- Senior managers
- Other staff members

External Liaisons:

- Federal and Victorian Government departments
- Local Government
- Non-Government Organisations
- Water authorities
- Research and development agencies including Arthur Rylah Institute (ARI); CSIRO and Cooperative Research Centres (CRCs), etc
- Professional advisors retained by the North Central CMA
- Professional organisations and associations
- Private corporations
- Community groups
- 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 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 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 Project Officer will be directly supervised by the Project Manager who will set work plan objectives within North Central CMA policies, procedures and budgets. The Project Officer will be accountable for the timely delivery of tasks to agreed standards and shall refer decisions that affect the outcome of tasks to the Project Manager. 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 basic understanding of budgetary processes and an understanding of the long term goals of the NRM Delivery team.

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, internal and external to the organisation. The role requires the ability to work with others to resolve issues within the NRM Delivery team and the wider organisation.

11.6 Qualifications and Experience

An undergraduate degree in, Natural Resource Management or Agriculture or a similar applied science is required. Experience in community engagement and working with the community on NRM related projects is preferred.

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 Angela Gladman on (03) 5448 7124.

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 15th November 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.