



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

## POSITION DESCRIPTION

|                           |   |
|---------------------------|---|
| <b>Unit:</b>              | NRM Strategy  |
| <b>Position Title:</b>    | <b>New Dryland Project Coordinator</b>                          |
| <b>Reports to:</b>        | Strategic Irrigation Program Team Leader                        |
| <b>Location:</b>          | Huntly  |
| <b>Classification:</b>    | <b>Band 7 to 8</b> (Dependent on experience and qualifications) |
|                           | <b>Salary Range:</b>  |
|                           | Band 7 - \$65,917.38 to \$72,953.81                             |
|                           | Band 8 - \$75,558.74 to \$83,851.40                             |
|                           | (North Central CMA Collective Agreement 2007)                   |
| <b>Position Number:</b>   |   |
| <b>Employment Status:</b> | Full-time (24 Months)   |
| <b>Hours of work:</b>     | 38 hours per week   |
| <b>Date:</b>              | September 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 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 primary objective of this position is to coordinate the delivery of the Living with Less Water: Adaptation Strategies for the 'New Dryland' project. The project focuses on the emergence of dewatered agricultural land or 'new dryland' caused by farmers adapting to climate change, water reform policy and water recovery projects.

The project funding of \$600,000 has been provided by the Federal Department of Sustainability, Environmental, Water, Population and Communities under the Strengthening Basin Communities program. There is a unique project consortium of regional organisations that includes the Loddon, Gannawarra and Campaspe Shires; North Central CMA; and Latrobe University. Loddon Shire is the project proponent and the North Central CMA will manage the project on behalf of the consortium. The project timing is from January 2011 to September 2012.

Project implementation aims to coordinate the development of a regional implementation plan to achieve sustainable and viable land-use transition for new dryland that will underpin the resilience and prosperity of regional communities into the future. The project aims to directly involve affected farmers and support agencies in the development of the implementation plan.

On behalf of the North Central Catchment Management Authority, the incumbent will:

- Provide project management services for the delivery of the 'Living with Less Water: Adaptation Strategies for the 'New Dryland'' project to ensure the achievement of project outcomes in an integrated manner with the Loddon Campaspe Irrigation Region Land and Water Management Plan.
- Work closely with project consortium partners and the community to develop a regional implementation plan for the proactive management of new dryland within sustainable farming systems to achieve increased community resilience.
- Undertake investigative/research/analysis activities to improve the local knowledge and understanding of new dryland impacts and opportunities for local communities.
- Generate information, engagement, development, implementation and consultation services for the strategic irrigation program.

### **5. Key roles and responsibilities**

Within the North Central CMA region, and in accordance with an agreed work plan, the position will:

- Manage the delivery of the Living with Less Water: Adaptation Strategies for the 'New Dryland' project on behalf of the North Central CMA.



- Coordinate regional stakeholder input into natural resource management issues and opportunities associated with new dryland.
- Provide technical expertise on matters relating to dewatered land and practice change/transition options.
- Source opportunities to integrate new dryland with CMA and other regional programs to maximise opportunities for the natural resource management.
- Prepare authoritative natural resource management implementation plans, correspondence, briefing notes and status reports for North Central CMA senior management, Board and external bodies as required.
- Other duties as directed by the Strategic Irrigation Program Team Leader.

#### **6. Key selection criteria**

- Demonstrated experience in the management of projects, programs and contracts related to natural resource management. Knowledge of and experience in water reform, water policy, practice change and/or agriculture is highly desirable.
- Excellent oral and written communication skills suitable for working with a diversity of stakeholders, government bodies and community members. Excellent interpersonal skills.
- An ability to cooperatively and collaboratively solve problems, negotiate innovative solutions to difficult tasks and develop and improve effective partnerships with a range of stakeholders to achieve outcomes.
- Demonstrated experience in strategic planning and coordination related to natural resource management and community partnerships.
- Proven organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.
  - Ability to work independently and within multi-disciplinary teams.

#### **7. Other Selection Criteria & Special Position Requirements**

- An appreciation of Federal, State and regional water and environmental policies and strategies is desirable.
- A thorough understanding and awareness of North Central CMA objectives within broader Government policy as it relates to natural resource management.
- Proficiency in the use of computer and telecommunications 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 must be the holder of a current full driver's licence.

#### **8. Organisation Relationships**

Reports to: Strategic Irrigation Program Team Leader

Responsible for: *Living with Less Water: Adaptation Strategies for the 'New Dryland' – a SEWPAC SBC funded project*



Internal Liaisons:

- Other staff
- Board Members
- Natural Resource Management Committees Members

External Liaisons:

- Government Departments
- Local Government
- Non-Government Organisations
- Service Authorities
- Professional Advisors retained by the North Central CMA
- Professional Organisations
- 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 NCCMA Enterprise Agreement shall apply.

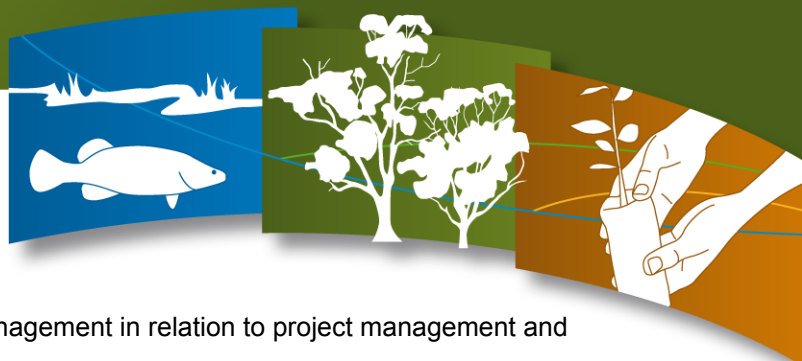
Further information on the North Central CMA may be obtained from [www.nccma.vic.gov.au](http://www.nccma.vic.gov.au).

## 11. Job Characteristics

### 11.1 Accountability and extent of authority

The Project Coordinator is primarily accountable for:

- the responsibilities set out in this position description



- provision of authoritative advice to senior management in relation to project management and issues that arise through project delivery.

Freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. The New Dryland Project Coordinator is responsible for expenditure on behalf of the CMA in accordance with the delegation policy and procurement guidelines. This position has the delegation to sign external correspondence to equivalent positions in other organisations. The position operates under the guidance of the Strategic Irrigation Program Team Leader and NRM Strategy Manager.

### **11.2 Judgement and Decision Making**

The New Dryland Irrigation Project Coordinator, working to North Central CMA policies and procedures, will be self-managed and work independently on a day-to-day basis. The incumbent can make formal recommendations through Senior Managers and the Chief Executive Officer. High levels of problem solving and initiative are expected. Guidance may not always be available within the organisation.

### **11.3 Specialist Knowledge and Skills**

Demonstrated experience and well developed and applied knowledge of Natural Resource Management issues relevant to the region, knowledge of applicable legislation as it relates to the position requirements. Demonstrated experience and skills in budgeting, reporting, project and contract management is required. Proficiency in the application of scientific approaches in the search for solutions to problems is desirable.

### **11.4 Management Skills**

The New Dryland Project Coordinator must be able to plan and manage their own time and deliverables with minimal involvement from senior staff and have the ability to prioritise tasks in accordance with the position objectives.

### **11.5 Interpersonal Skills**

The New Dryland Project Coordinator will have excellent oral communication skills (including presentation skills) and excellent written communication skills. Demonstrated ability in influential management to ensure organisational deadlines and objectives are met. The New Dryland Project Coordinator will have the ability to work closely with and gain cooperation of colleagues, internal and external to the organisation and the ability to solve complex problems.

### **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 at least 5 years of relevant experience in management of projects and/or programs related to natural resource management.

Alternatively, the necessary skills and knowledge would be gained through lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.

## **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 contact Tim Shanahan, Strategic Irrigation Program Team Leader on 0354401846**

**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 5pm Friday 14 January, 2011**

**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.