



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Murray, Campaspe and Avon-Richardson Catchment
Position Title:	Project Officer –Water and Environment
Reports to:	Project Manager
Location:	Huntly
Classification:	Band 5/6 (\$54,032.77 to \$69,420.69)
Employment Status :	Full-time
Hours of work:	38 hours per week
Date :	February 2012
DM:	60919

1. The organisation

The North Central Catchment Management Authority (CMA) purpose is to **protect and enhance the integrity of our catchments**.

Our vision is to be a benchmark organisation working in partnership with our communities to deliver enduring natural resource management outcomes.

2. Organisational Trademark and Behaviours

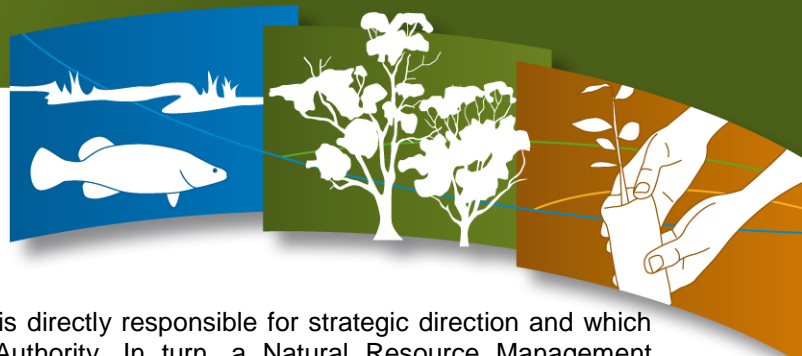
At North Central CMA, we strive to achieve our trademark, which is: *Innovative, Knowledgeable and Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- 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 North Central CMA acts as the Environmental Water Reserve Manager in the North Central CMA region of Victoria. The organisation performs a range of activities, including environmental water planning, management and monitoring, to deliver the objectives of the North Central CMA in relation to this role.

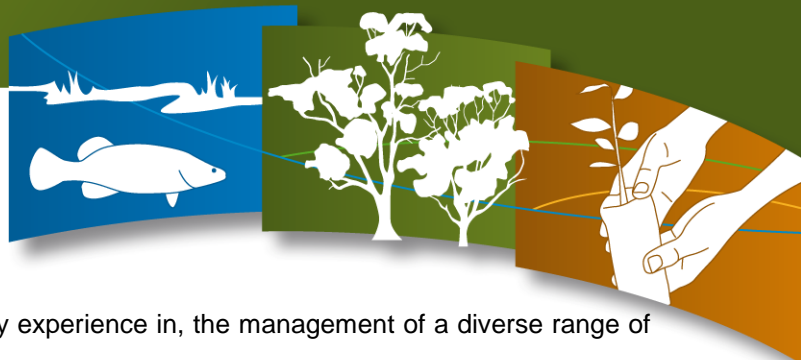
This Project Officer position sits within the Murray, Campaspe and Avon-Richardson Catchment team of the North Central CMA and will contribute to the planning and management of environmental water across assets within the North Central CMA region. Along with other Environmental Water Managers, it will assist in achieving the objectives, aims and obligations of the North Central CMA related to environmental water.

5. Key roles and responsibilities

- Contribute to the development, management and delivery of environmental water projects to improve the condition of high value natural assets within the North Central CMA region.
- Plan and support the delivery of environmental water to improve the condition of natural assets.
- Assist with the monitoring of project deliverables and resource condition changes through field based observation and monitoring.
- Manage agreements and contracts with sub-contractors and consultants to deliver on components of environmental water management projects.
- Undertake community engagement activities to improve community understanding and input into the development and delivery of projects.
- Contribute to the maintenance and enhancement of efficient and effective working relationships with relevant State and Federal Government agencies, non-government organisations, water corporations, other stakeholder groups and the broader community.
- Report and provide relevant information to the Project Manager and Executive Manager – Murray, Campaspe and Avon-Richardson Catchments, North Central CMA management team and its partners, on the progress and implementation of environmental water management projects and on any issues that arise throughout project delivery.
- Commit expenditure on behalf of the North Central CMA in accordance with the North Central CMA's Purchasing Policy and under the direction of the Project Manager.
- Contribute to the development of funding and project proposals.

6. Key selection criteria

- An appropriate tertiary qualification in one of the following disciplines: science, environmental or natural resource management, engineering, or the equivalent level of NRM experience.
- Demonstrated understanding of, or experience in, the application of effective project management principles, preferably relating to natural resource management or water resource projects.
- Understanding of ecological and hydrological processes relevant to the management of environmental water.



- Demonstrated understanding of, or preferably experience in, the management of a diverse range of stakeholders with conflicting interests.
- Understanding of contract management and the management of consultants.
- 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.
- Self-motivated, demonstrated initiative and the ability to work to timelines and schedules across multiple project tasks and within a multi-disciplinary team.

7. 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 CMA region.

8. Organisation Relationships

Reports to: Project Manager

Responsible for: N/A

Internal Liaisons: Other staff members
Board members
Natural Resource Management Committee members
Community advisory groups

External Liaisons: Government Departments
Victorian Environmental Water Holder
Commonwealth Environmental Water Holder
Non-Government Organisations
Service authorities
Professional advisers
Professional organisations
Private corporations
Community and Indigenous 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.

11. 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 Officers 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

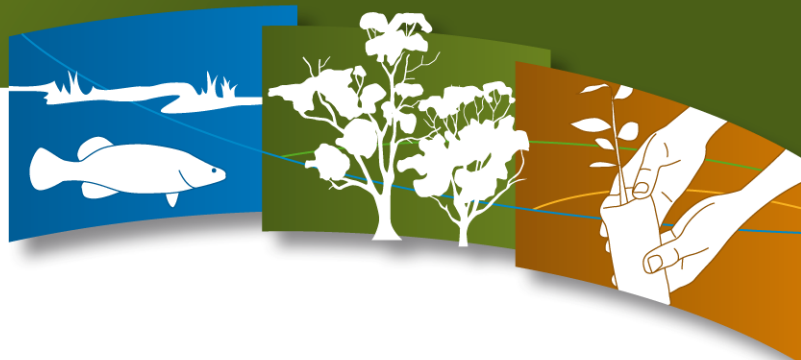
The Project Officer will have knowledge of Natural Resource Management (NRM) issues in the North Central CMA region and the ability to apply their knowledge to a range of project related tasks. The role requires a thorough understanding of relevant technology, procedures and processes within their team 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 or understanding of, the management of projects and/or programs related to natural resource management.

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 Emer Campbell, Executive Manager on 03 5448 7124 or b.whittingstall@nccma.vic.gov.au

Applications marked 'Confidential' 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 COB Wednesday 14th March 2012.

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.