



DM 57663



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Position Title:	NRM Services Co-ordinator
Unit / team:	Corporate Strategy, Policy & Knowledge
Reports to:	Executive Manager – Corporate Strategy Policy & Knowledge
Location:	Huntly Office, Bendigo
Classification:	Band 7 or 8
Employment Status :	Full-time, 12 month contract initially
Hours of work:	38 hours per week
Date:	November 2011

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

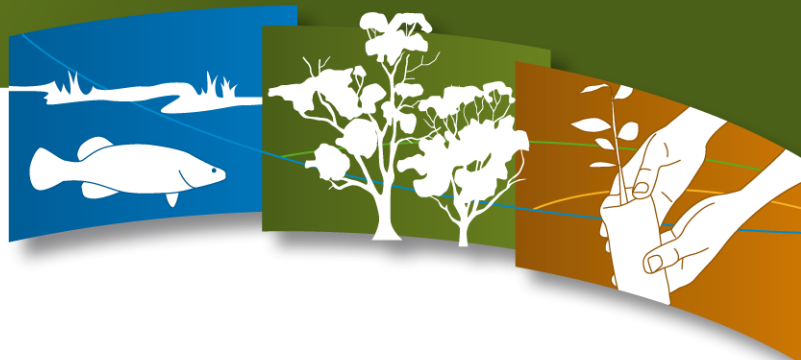
The objectives of this role include:

- Coordinate annual NRM reporting and enhance the CMA's accountability and reporting capabilities required of various regional NRM strategies and policies.
- Facilitate the development and sharing of NRM knowledge across the organisation and within stakeholder groups.
- Prepare the organisation for emerging requirements of environmental accounting
- Cooperate with other CMA stakeholders to leverage environmental and NRM investment into North Central Catchment.
- Coordinate through all projects and reports the consistent capability to align activities with the organisations purpose.

5. Key roles and responsibilities

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

- Manage the annual NRM reporting framework and requirements at a program level across the CMA including but not limited to the Annual Report and Corporate Plan.
- In consultation with project managers, develop and implement project specific Monitoring, Evaluation & Reporting (MER) plans.
- Lead the CMA's activities and capabilities in developing and reporting environmental accounts.
- Represent the North Central CMA as required on NRM forums
- Contribute to priority asset identification and targeted investment within the regional catchment context.
- Support the investment process through both established government streams and alternative methods through the development of a portfolio of investment ready projects.
- Investigate alternative funding opportunities and to be proactive in attracting funding and other resources to the North Central CMA.
- Contribute to implementation and evaluation of the North Central Regional Catchment Strategy (NC RCS) and all sub-strategies..
- Collaborate with the chairs of the knowledge groups to develop whole of organisation approach to developing, sharing and relating NRM knowledge.
- Prepare authoritative correspondence, briefing notes and status reports for North Central CMA senior management and external bodies as required. Prepare and deliver relevant agenda papers with recommendations for the North Central CMA Board, Natural Resource Management Committee and other forums.
- Other duties as directed by the Executive Manager Corporate Strategy Policy & Knowledge or the Chief Executive Officer.



6. Key selection criteria

- Substantial demonstrated experience in a broad range of NRM strategy and policy development.
- Strong consultative and stakeholder management skills.
- 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.
- Data analysis, interpretation and communication skills applied to NRM and environmental requirements with ability to influence key decision makers.
- Proven organisational skills with the ability to work independently to meet tight deadlines. Demonstrated ability to assign priorities to achieve results.
- Project management experience.
- Demonstrated experience in the management of projects, programs and contracts related to Natural Resource Management. Knowledge of and experience in water reform, water policy is highly desirable.

7. Other Selection Criteria & Special Position Requirements

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

8. Organisation Relationships

Reports to: Executive Manager – Corporate Strategy Policy & Knowledge

Responsible for: No direct reports

Internal Liaisons: Other staff, Catchment Managers, Strategic NRM Coordinator,

External Liaisons: 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 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 incumbent will provide NRM advice and support to the organisation especially in the areas of applied MER, NRM strategies and environmental accounts.
- 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 vision and long-term goals of the wider organisation and its values and aspirations and align work priorities.
- Broad knowledge of NRM and environmental issues and emerging trends and translating through to strategy and policy development.

11.4 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.
- Influence the priorities and actions of other stakeholders to achieve mutually agreed outcomes.

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 in NRM or environmental sciences

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- A minimum 5 years relevant experience
 - Experience managing projects
 - Experience in strategy and policy development and collaborative environments.

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 Steve Jackson 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 5pm, Friday January 13th, 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.