



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

## POSITION DESCRIPTION

<b>Unit:</b>	NRM Strategy
<b>Position Title:</b>	<b>Natural Resource Management Strategy Coordinator</b>
<b>Reports to:</b>	<b>NRM Strategy Manager</b>
<b>Location:</b>	Huntly
<b>Classification:</b>	Dependent on qualifications and Experience
<b>Position Number:</b>	
<b>Employment Status :</b>	Full-time
<b>Hours of work:</b>	38 hours per week
<b>Date:</b>	June 2011

### 1. The organisation

The North Central Catchment Management Authority (CMA) is the lead natural resource management agency in north central Victoria for coordinating and monitoring natural resource management programs. We do this by employing best practice principles in managing and protecting the region's diverse environmental assets and striving to create a healthy and sustainable environment for the communities of North Central Victoria. The area we manage takes in more than 13 percent of Victoria, and with a population of over 200,000 people the region has become one of Victoria's most rapidly growing areas in terms of urban and agricultural activities over the last 5 years.

### 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 purposes of the position are to:

- Coordinate Natural Resource Management investment planning activities for the North Central CMA ensuring effective engagement and communication with all relevant stakeholders.
- Contribute to the renewal of the North Central Regional Catchment Strategy (RCS).
- Strategically support the CMA in relation to NRM asset identification and prioritisation.

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

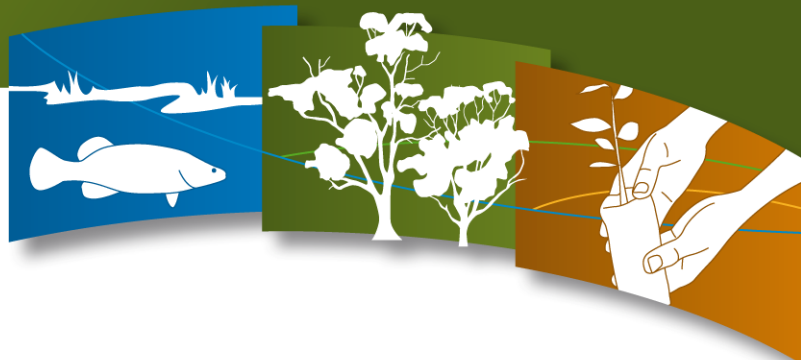
The North Central Regional Catchment Strategy (RCS) 2003-2007 provides a vision for the future landscape of the North Central CMA region and the management of its natural resources. It is due for renewal in 2011-12. The North Central RCS and underlying strategies and plans provide the basis to achieve NRM outcomes. Investment into key programs, projects and initiatives will assist the North Central CMA in delivering these long term NRM outcomes.

The NRM Strategy Coordinator has a key role in influencing the renewal of the RCS and in ensuring that investment is targeted towards the priority NRM assets and overall RCS targets.

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

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

- Facilitate the Regional Catchment Investment Plan (RCIP) in collaboration with North Central CMA staff, Natural Resource Management Committee, CMA Board, regional partners and stakeholders.
- Develop and maintain productive working relationships with relevant Victorian State and Federal Government agencies and non-government organisations and committees.
- Source alternative funding opportunities and be proactive in attracting funding and other resources to the North Central CMA.
- Contribute to priority asset identification and targeted investment within the regional catchment context.
- Contribute to the renewal of the North Central Regional Catchment Strategy (North Central RCS).
- Assist in providing peer review of current North Central CMA projects in meeting their NRM objectives.
- Represent the North Central CMA on the State RCIP Coordinators forum.
- 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 NRM Strategy Manager or the Chief Executive Officer.



## 7. Professional development

Provision of training and development for all employees is a high priority at the North Central CMA, with particular emphasis on:

- Clarifying job tasks and responsibilities
- The development of employee capability to meet the North Central CMA's objectives and to promote continuous improvement
- A clear understanding of and involvement in continuous improvement principles and practice
- The development of leadership/management skills and capability
- The development of human resource and industrial relations skills for all employees in leadership positions and for all employees with workplace representation responsibilities
- Technical skills
- Improved skills in use of information technology to ensure maximum use of the capability systems and equipment installed.

## 8. Organisational relationships

### *Internal relationships*

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

### *External relationships*

- 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. Victorian Local Authorities Award (2001) Classifications

This position has the following characteristics:

### 9.1 Accountability and Extent of Authority

The NRM Strategy Coordinator is primarily accountable for:

- the responsibilities set out in this position description
- assistance in developing policy



- 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 NRM Strategy 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 NRM Strategy Manager.

## **9.2 Judgement & Decision Making**

The position involves both problem solving and policy development. Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation. The work will typically require the identification and analysis of an unspecified range of options before a choice can be made. The incumbent will be expected to identify and develop policy options in their own functional area for consideration and choice by their Manager or by CEO. Guidance may not always be available within the organisation

## **9.3 Specialist Knowledge and Skills**

Demonstrated experience and well developed and applied knowledge of Natural Resource Management issues relevant to the region; and knowledge of applicable legislation as it relates to the position requirements.

The position requires proficiency in the application of the theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.

An understanding is required of the long term goals of the wider organisation and of its values and aspiration and of the legal and socio-economic and political context in which it applies.

A sound knowledge of budgeting and relevant accounting and financial procedures is essential.

## **9.4 Management Skills**

The incumbent will have high-level skills in planning, managing time and organising work programs and priorities, along with the ability to achieve objectives despite conflicting pressures.

The incumbent will have the ability to implement personnel policies and practices including awards, EEO, OH&S policies and EBA.

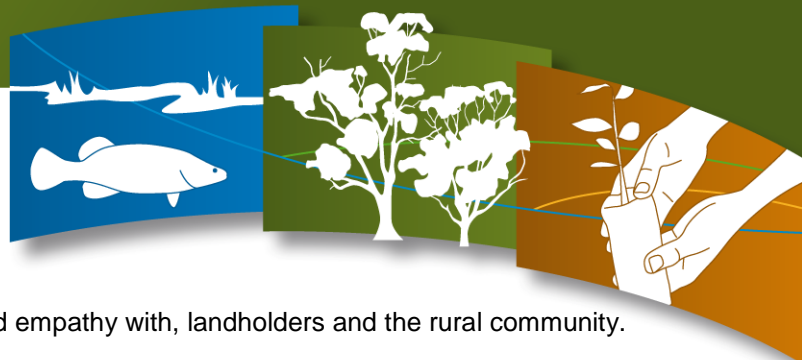
Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

## **9.5 Interpersonal Skills**

Positions require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in organisations of varying seniority in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

Well developed written and oral communication skills with the ability to utilise a range of formats with high levels of sophistication and accuracy are required.

The incumbent will have the ability to liaise with counterparts in other organisations to discuss specialist matters and resolve problems and within the organisation to resolve a range of issues.



The incumbent will have an understanding of, and empathy with, landholders and the rural community.

## 9.6 Qualifications and Experience

An appropriate Undergraduate Degree from one of the following: Natural Resource Management, Environmental Management or a related discipline, along with 5 years of relevant experience in strategic coordination of projects and/or programs preferably 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.

## 10. Key selection criteria

- Demonstrated self-motivation and resourcefulness with a track record of successful outcomes through networking and an ability to motivate others.
- Sound conceptual and analytical ability with well-developed written and oral communication skills necessary to represent the North Central CMA as a senior professional both within and external to the organisation.
- Proven organisational skills with the ability to work independently to meet tight deadlines. Demonstrated ability to assign priorities to achieve results.
- Demonstrated ability to provide strategic direction and advice on the development and implementation of policies and programs relating to natural resource management in Victoria.
- Demonstrated experience in management of multiple projects, programs and/or contracts preferably related to Natural Resource Management.
- A commitment to OH&S principles and practices as they apply in the Victorian Public Service.
- Proven practical understanding of financial management practices.

### 10.1 Other Selection Criteria

- A thorough understanding and awareness of North Central CMA objectives within broader Government policy as it relates to natural resource management in the North Central region.
- Proficiency in the use 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.

## 11. Other Information

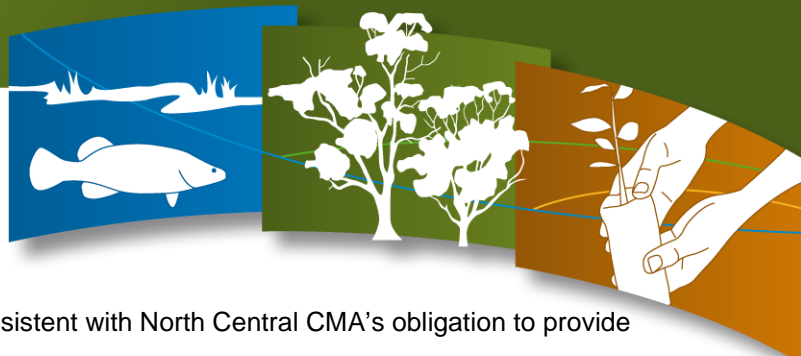
- The incumbent must be the holder of a current full driver's licence.

## 12. Multiskilling

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 Enterprise Agreement or contract as applicable shall apply.



Any direction issue under this clause shall be consistent with North Central CMA's obligation to provide a safe and healthy working environment.

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

**For further information on this position, please contact:**

Emer Campbell on (03) 5448 7124 or [emer.campbell@nccma.vic.gov.au](mailto:emer.campbell@nccma.vic.gov.au)

**Applications addressing the Key Selection Criteria and marked 'Confidential' will be received until 5pm Tuesday 5<sup>th</sup> July. Please send applications to:**

[breanna.whittingstall@nccma.vic.gov.au](mailto:breanna.whittingstall@nccma.vic.gov.au)

**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 North Central CMA 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.