

Position Description

Position title:	Project Officer - Aboriginal Projects
Reports to:	Project Manager
Location:	Huntly
Band classification:	5 / 6
Employment status:	Fixed term, until 30 June 2024
Hours:	Part time, 22-30 hours per week

About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future. Our Mission is that we create natural resource management partnerships and programs that deliver lasting change.

We achieve this through:

- Connecting natural resource management activities;
- Enabling active communities and;
- Supporting sound decisions with knowledge.

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

Our culture

As a public-sector entity we behave in-line with the seven core values of the Victorian Public Sector, Responsiveness; Integrity; Impartiality; Accountability; Respect; Leadership and Human Rights

In addition to the Public Sector values, we have our own unique set of values – Care; Courage and Connection.

The North Central CMA's values (and supporting behaviours) represent what our communities, stakeholders, partners, and investors can expect from us and also guide our internal interactions.

The foundation of North Central CMA's success is in the behaviours, knowledge and skill 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 values. Together with the appropriate skills and experience, commitment to our values is required to become a dedicated and valued member of our team.

The North Central CMA acknowledges the contribution of Aboriginal and Torres Strait Islander Peoples' knowledge towards improving water management and planning. Aboriginal and Torres Strait Islander People have rich cultural, spiritual and economic connections to land and water through their relationship with Country.

Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the Victorian Catchment and Land Protection Act 1994 and Water Act 1989. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include; Regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the Water Act 1989; and Statutory functions under Part 77 of the Water Act 1989.

The North Central CMA is principally responsible for protecting and improving the health of the region's natural resources in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies including: Our Catchments, Our Communities; Water for Victoria; Protecting Victoria's Environment-biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Living Murray Program and National Landcare Program.

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.

Position objective

This position plays an important role in collaborating, consulting and delivering projects which support First Nations Peoples in relation to Natural Resource Management (NRM), including understanding their aspirations for delivering water and caring for Country.

The main objective of this role is to work as part of a team to engage and collaborate with First Nations Peoples regarding water for the environment and native fish planning and support the implementation and monitoring of project activities.

Core responsibilities and duties

- Engage with First Nations Peoples to improve knowledge sharing and deliver projects to incorporate Traditional Owner knowledge, values and perspectives in NRM projects (primarily the water for environment program and native fish recovery plan), including:
 - Assist with building respectful partnerships with Traditional Owners to support the inclusion of Traditional Owner knowledge, values, perspectives and objectives in the water for environment program.
 - Assist with organising and participating in meetings with Traditional Owner Groups.
 - Assist with administrative processes to facilitate participation of First Nations Peoples in engagement events and project field work.

- Assist with field-based work such as photo point monitoring, water quality monitoring, flood extent mapping, waterbird monitoring and native fish monitoring and reintroduction.
- Assist with the development and planning of seasonal watering plans, monitoring plans and other reports.
- Assist with implementation of the North Central CMAs Reconciliation Action Plan and participate in Deadly Team activities, for example provide guidance to Aboriginal school-based trainees and work placement students.

Qualifications

Demonstrated experience and knowledge in cultural sensitivities and working with First Nations communities.

Ideally, an appropriate post-secondary qualification in one of the following: Aboriginal studies, Environmental Science, Natural Resource Management or a related discipline, or relevant experience working with projects related to Aboriginal engagement, ideally in the natural environment.

Key selection criteria

- Demonstrated experience and skills in building relationships and working effectively with First Nations People. Strong knowledge and experience of First Nations cultures and societies in the North Central CMA region.
- Ability to effectively problem solve, negotiate solutions and develop and sustain effective partnerships to achieve NRM outcomes and support Traditional Owner needs and aspirations.
- Ability to deliver projects, demonstrating good project management skills including planning, implementation, monitoring and evaluation.
- Good written and verbal communication skills, with the ability to communicate effectively with a range of partners and stakeholders.
- Computer skills including word-processing, spreadsheets and databases, voicemail and email, and other corporate systems. Training will be provided.
- Self-motivated, demonstrates initiative and the ability to work to timelines and schedules across multiple project tasks.

Other position requirements

- An understanding of or ability to develop an understanding of Federal, State and regional First Nations, water and environmental legislation and policies/ strategies.
- An awareness of North Central CMA objectives within broader Government policy as it relates to natural resource management.
- A good understanding of conservation and waterway health priorities in relation to First Nations aspirations and North Central CMA.

- A current driver's license valid in Victoria. The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central CMA region.

Relationships

Reports to:	Project Manager
Responsible for:	No direct reports
Internal liaisons:	Other staff; Deadly team
External liaisons:	Government departments; Local government; Non-government organisations; media; Traditional Owners, community groups and volunteers; contractors and consultants; members of the public

Other relevant information

Diversity and Inclusion

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country and the contribution and interest of all Aboriginal People and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

Flexible workplace

We understand that life balance is an important part of our employees' lives. We offer a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including cultural responsibilities, family, health, study, carer responsibilities, and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Health and Safety

Employees are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

Child Safety

North Central CMA is committed to child safety and all employees are required to abide by the Child Safe Code of Conduct which specifies the expected standards of conduct and appropriate behaviours required when working with and in the company of children. When working with children, employees are required to work in accordance with the Child Safe Standards and North Central CMA policies and procedures.

Multi-skilling

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 collective agreements, 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. An 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.

An 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. Where an employee is directed to carry out any work within their classification band or of a lower band such work shall be performed without change in salary. Where directed to carry out work of a higher band the provisions of the North Central Catchment Authority (CMA) 2021 Collective Agreement (or its successors) shall apply.

Privacy and Probity

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

While this is not an identified position, applications from Aboriginal and Torres Strait Islander People are strongly encouraged for this role.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email at <mailto:info@nccma.vic.gov.au>