



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Catchment Management
Position Title:	Project Officer – Community Engagement
Reports to:	Project Manager
Location:	Huntly
Classification:	Band 6
Employment Status :	Full-time (fixed-term for 2 years)
Hours of work:	38 hours per week
Date :	October 2011
DM:	56538

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 objective of the role is to work as part of a project team that is responsible for the delivery of a number of large scale NRM projects specifically targeted at high value NRM assets within the region.

The large scale NRM projects this role will be undertaking include, but are not limited to:

- the Living Murray Program for the Victorian component of the Gunbower Koondrook-Perricoota Icon Site
- the Kerang-Gunbower Wetlands Enhancement Project
- the Loddon Campaspe Irrigation Region Land and Water Management Plan, as well as
- environmental water management at various sites across the area.

The focus of this position is to ensure the Indigenous community is engaged, informed and empowered through participation in these projects. Whilst role is focussed on Indigenous engagement, it will also be required to assist project managers with the planning and development of on ground works, monitoring, evaluation and reporting, delivery of project activities.

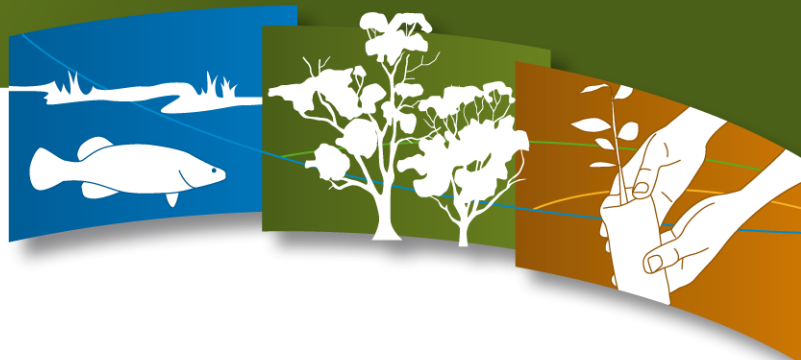
5. Key roles and responsibilities

General Project Officer responsibilities

- Contribute to the development, management and delivery of asset protection projects to improve the condition of high value natural assets within the North Central region;
- Plan and support the delivery of on ground works such as revegetation, fencing and weed control to improve the condition of natural assets;
- Contribute to, and lead where required, key research projects to improve understanding of the condition of the catchment and threatening processes; and
- Assist with the monitoring of key project deliverables and key resource condition changes throughout the life of projects.

Community/Indigenous engagement responsibilities

- accountability for disseminating key project messages to various stakeholders
- promote community awareness and support for key programs and projects using a range of communications and engagement tools to achieve this, and
- build capacity within Traditional Owner groups to ensure informed consent and the development of shared project goals.
- Undertake community engagement activities, in particular ensuring the indigenous communities are engaged, informed and empowered to participate and provide input into the development and delivery of NRM projects;
- Carry out other duties as required by Manager



6. Key selection criteria

- Demonstrated experience in managing (or part there of) projects, programs and contracts related to Natural Resource Management and/or Community engagement. Knowledge of and experience in Indigenous engagement and cultural heritage is highly desirable.
- Experience in the planning and delivery of community engagement activities and the ability to work with a diversity of stakeholders, government bodies and community members, including Aboriginal communities, groups and organisations
- Strong written and oral communication skills including the ability to prepare clear and concise assessments and reports.
- A good understanding of *Aboriginal Heritage Act 2006* together with knowledge and experience of Indigenous culture, issues and society in the North Central CMA region.
- Demonstrated ability to prepare and manage agreements and contracts with consultants and contractors, including the development of project briefs, management of budgets and overseeing the execution of contracts.
- Is self-motivated, demonstrates initiative and the ability to work to timelines and schedules across multiple project tasks.
- An appropriate tertiary qualification in one of the following disciplines, science, agriculture, environmental or natural resource management, or the equivalent level of NRM experience

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.
- Demonstrated links with Indigenous communities of the North Central CMA region of Victoria would be advantageous
- 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 region.

8. Organisation Relationships

Reports to: Manager - Gunbower Forest Project

Responsible for: Nil direct reports

Internal Relationships: Other Managers and Project Managers within the North Central CMA
All staff

External Relationships: Traditional Owner groups
Community groups
Members of the public
Government Departments



Local Government

Non-Government Organisations

Professional advisers engaged by the North Central CMA

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. Job Characteristics

10.1 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.

10.2 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.

10.3 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 skills in indigenous facilitation and community engagement together with an understanding of indigenous communities across the North Central region. The Project Officer also requires an understanding of relevant technology, budgetary processes procedures and processes and the long term goals of the wider organisation.

10.4 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.

10.5 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, the wider organisation and community.



10.6 Qualifications and Experience

An appropriate Undergraduate Degree from one of the following: Environmental Science, Natural Resource Management, Agriculture or a related discipline, along with some relevant experience in the management of projects and/or programs related to natural resource management.

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

11. Other Relevant Information

- Tenure is for a 24 month period
- The position is based at the North Central CMA's office in Huntly.
- Frequent after hours attendance at meetings may be required.
- The ability to regularly travel within the region and wider State of Victoria is required.
- The North Central CMA is an EEO employer and operates in a smoke-free environment.

For further information on this position, please contact Melanie Tranter, Manager - Gunbower Forest Project on 0408 057 797.

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 November 18th.

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.