



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Strategy and Partnerships
Position Title:	Project Support Officer
Reports to:	NRM Services Coordinator
Location:	Huntly
Classification:	Band 5/6
Employment Status:	Fixed term
Hours of work:	38 hours per week (negotiable)
Date :	September 2016
Ref:	NCCMA-94-97

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.

2. Organisational Trademark and Behaviours

At North Central CMA, we strive to achieve our trademark, which is: *Knowledgeable, Engaging 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 Community Consultative Committee provides the Board with a community perspective on North Central CMA projects.



4. Position objectives

The role has two primary objectives: firstly to support project staff with regards to project development, monitoring, evaluation, reporting and improvement (MERI) and contractual compliance (financial and works); and secondly supporting the Strategy and Partnerships team and the CEO in delivery of the organisations obligations around the Our Catchments, Our Communities strategy, project and funding. This support will primarily involve providing secretariat services, through organising meetings with partners and the community, managing and drafting formal agreement documents (e.g. Memorandums of Understanding) and recording activities (e.g. mapping meetings, coordinating minute keeping).

5. Key roles and responsibilities

- Provide support to Strategy and Partnerships and Delivery Program staff during the development and evaluation of natural resource management projects to protect and enhance high value assets within the North Central region (e.g. through assisting in program logic development and project evaluation processes);
- Assist in monitoring the organisations contractual obligations (e.g. Service Level Agreements) with funders to ensure internal systems align and projects are budgeting (financially and works delivery) in line with these agreements. Providing administrative and process support to projects to correct issues and manage formal variation processes;
- Assist in coordinating and supporting the delivery of partner round table and associated meetings involving partners and the community, this may include larger meetings with many partners or smaller and one-on-one meetings;
- Assist with the monitoring of key project deliverables and key resource condition changes throughout the life of allocated projects. This includes mapping outputs, coordinating minutes of meetings, drafting formal agreements arising from meetings and tracking progress against those agreements over time.

6. Key selection criteria

- An appropriate tertiary qualification in one of the following disciplines: science, agriculture, environmental or natural resource management, or the equivalent level of NRM experience.
- Demonstrated understanding of, or experience in, the delivery of natural resource management planning and monitoring, evaluation, reporting and improvement activities.
- Experience in the planning and delivery of community engagement activities and meetings that relate to NRM, particularly working with the community and agency staff.
- 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.
- 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. Ideally with experience in understanding and providing oversight and advice around funding contracts and the ability to interpret these requirements into internal systems (e.g. financial).
- Is self-motivated, demonstrates initiative and the ability to work to timelines and schedules across multiple project tasks.



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.

8. Organisation Relationships

Reports to: NRM Services Coordinator

Responsible for: Nil

Internal Liaisons: All staff, Board Members, Community Consultative Committee members

External Liaisons: DEWLP, DEDJTR, Parks Victoria, Water Authorities, Local Councils, community and other stakeholders

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.

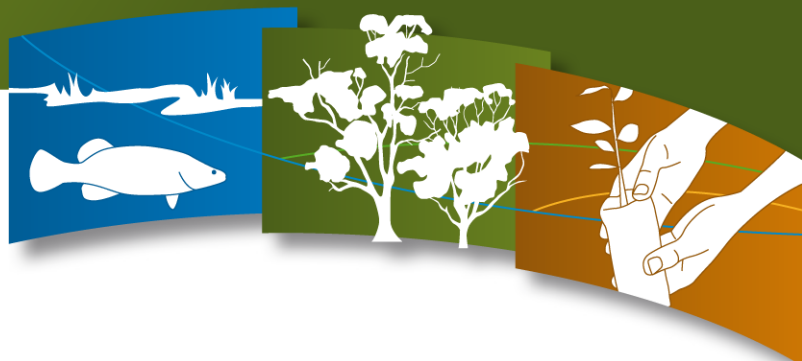
11. Job Characteristics

11.1 Accountability and extent of authority

The Project Support 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 Support 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 Support Officer will generally be limited to the project on which they are working.

11.2 Judgement and Decision Making

The Project Support 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 Support 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 Support 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 Support Officer also requires an understanding of the long term goals of the wider organisation.

11.4 Management Skills

The Project Support 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 Support Officer will have good oral communication skills (including presentation skills) and good written communication skills. The Project Support 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, Agriculture or a related discipline, along with some relevant experience in the management of projects and/or programs related to natural resource management.

12. Other Relevant Information

- This position is offered as a 12 month contract, subject to a 6 month probationary period.
- The position is based at the North Central CMA's office in Huntly, 15 minutes north of Bendigo.
- After hours attendance at meetings will be required
- The North Central CMA is an EEO employer and operates in a smoke-free environment

For further information on this position, please contact the North Central CMA on (03) 54487124.

Applications must include a covering letter, a current resume, and a statement addressing the key selection criteria. Application will be accepted until **5pm, Monday 10 October** and may be submitted by e-mail to dpham@baysidepersonnel.com.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 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.