

### POSITION DESCRIPTION

# Unit: Strategy and Partnerships

# Position Title: Project Officer Cultural Water

# Reports to: Aboriginal Projects Manager

# Location: Huntly

# Classification: Band 5/6

# Employment Status: Fixed term

# Hours of work: Full time or Part time

# Date: August 2018

# Ref: NCCMA-94-118

# *The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and section 12 of the Equal Opportunity Act 2010 (Vic). This position is therefore only open to Aboriginal or Torres Strait Islander applicants.*

1. **The organisation**

**The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Delivering programs in partnership with communities and other agencies, the North Central CMA works to deliver lasting change for the region’s four river catchments and the many natural resources assets they contain.**

**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.**

**As a Catchment Management Authority (CMA) we pride ourselves on integrating community**

**values in the planning and coordination of land, water and biodiversity management. To achieve**

**this goal 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 supported**

**by a workplace culture built on respect that is inclusive, adaptive and agile and can continue to**

**enable increased participation by all members of our community in the protection of our natural**

**environment.**

1. **Organisational Trademark and Behaviours**

At North Central CMA, we strive to achieve our trademark, which is: *Knowledgeabl*e, *Engaging* and *Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

* Seek to understand
* Be honest and take responsibility
* 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.

1. **Organisational objectives**

The North Central CMA has been established to achieve integration in land and water management throughout North Central Victoria. The core business of the Authority delivers on accountabilities under the Catchment and Land Protection Act 1994 and Water Act 1989, which primarily include:

* Coordinating the management of land, biodiversity and water resources through the development of the Regional Catchment Strategy (RCS);
* Enabling the regional community to provide local input to the planning and implementation of the RCS; and
* Formulating and delivering targeted interventions to protect the region’s land, biodiversity and water assets.

The North Central CMAs strategic direction is also guided by other key Government strategic directions including: Our Catchments, Our Communities; Water for Victoria; Protecting Victoria’s Environment-biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; and Victorian Climate Change Framework.

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

1. **Position objectives**

Traditional Owners have rich cultural, spiritual and economic connections to water through their relationship with Country. The delivery of environmental water that is culturally informed can enhance and protect Aboriginal cultural values and support Traditional Owners’ ongoing connection to water. The North Central CMA acknowledges the contribution of Aboriginal people and knowledge towards improving water management and planning.

Through respectful partnerships, the successful Project Officer will collaborate with Barapa Barapa, Yorta Yorta Nations and Dja Dja Wurrung Traditional Owner communities to better recognise and include Traditional Owner aims in North Central CMA’s environmental water planning and management.

1. **Key roles and responsibilities**

* Co-ordinate day to day activities for the Barapa Barapa Wamba Wemba Water for Country project with the Barapa Wamba Water for Country steering committee members. This includes answering phone calls, running meetings, and taking minutes.
* Co-ordinate workshops and meetings, on and off Country, with environmental watering staff and Traditional Owners to understand cultural values and objectives in a culturally appropriate manner.
* Drafting media articles and project progress reports to government investors.
* Assisting in managing output and financial budgets
* Co-ordinating a monitoring program of Traditional Owner cultural values with technical support such as vegetation and fish ecologists.
* Act in a manner consistent with both North Central CMA and the Traditional Owner expectations in all dealings.
* Contribute to the development, delivery and evaluation of natural resource management projects to protect and enhance high value assets within the North Central region;
* Assist with the monitoring of key project deliverables and the purchasing of any materials and services required to complete the project, in organisational electronic finance systems.

## Key selection criteria

* + Experience in working with Aboriginal or Torres Strait Islander communities and understanding of Aboriginal cultural sensitivities
  + Ideally, an appropriate post-secondary qualification in one of the following disciplines; cultural studies, science, agriculture, environmental or natural resource management; or the equivalent level of NRM community or Aboriginal engagement experience will be equally regarded.
  + Experience in planning, organising and completing project activities, including the ability to work to timelines.
  + An understanding of or ability to develop an understanding of, Victorian and New South Wales Aboriginal water management.
  + Written and verbal communication skills, with the ability to communicate with a range of partners and stakeholders.
  + Computer skills; including word-processing, spreadsheets and databases, voicemail and email, and other corporate systems.

## Other Selection Criteria and Special Position Requirements

* The incumbent may be required to provide their Aboriginality form or similar equivalent.
* Knowledge of Equal Employment Opportunities and Occupational Health & Safety (OH&S) principles and practices as they apply in the Public Service.
* The incumbent will be required to regularly travel to areas within, but not limited to, the North Central CMA region, therefore a current driver’s license and the willingness to travel is required.

## Organisation Relationships

Reports to: Aboriginal Projects Manager

Responsible for: Nil

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

External Liaisons:Barapa Barapa Wamba Wemba Water for Country steering committee members, Yorta Yorta Nations Aboriginal Corporation, Dja Dja Wurrung Clans Aboriginal Corporation and members of other Traditional Owner representative groups within and beyond the region (e.g. Murray Lower Darling Rivers Indigenous Nations), Department of Environment, Land, Water and Planning, Murray Darling Basin Authority

## 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

## 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 North Central CMA Enterprise Agreement shall apply.

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

## Job Characteristics

* 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.

* 1. 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. This will include developing a broad understanding of state and federal policies that guide the CMA in its meaningful engagement of Traditional Owners in Natural Resource Management. Guidance is usually available when making decisions.

* 1. Specialist Knowledge and Skills

The Project Officer will have knowledge of Aboriginal and Torres Strait Islander cultural, and ideally an understanding of water management from a natural resource management perspective, 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 Officer also requires an understanding of the long-term goals of the wider organisation.

* 1. 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.

* 1. 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 the three partner CMAs.

* 1. Qualifications and Experience

Demonstrated experience and knowledge in cultural sensitivities and working with Aboriginal and Torres Strait Islander people. Ideally, an appropriate post-secondary qualification in one of the following: Cultural Studies, 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 Aboriginal engagement, ideally in natural resource management.

## Other Relevant Information

* The position is based at the North Central CMA’s office in Huntly, 15 minutes north of Bendigo.
* Occasional after hours and overnight attendance at meetings and workshops throughout the region will be required, such as travel to the Kerang area.
* The North Central CMA is an EEO employer and operates in a smoke-free environment
* The North Central CMA offers a culturally safe and supportive working environment.

**For further information on this position, please contact Robyn McKay or James Shaddick, on 03 5448 7124**

Applications may be submitted via the Jobs and Tenders section of our website at [www.nccma.vic.gov.au](http://www.nccma.vic.gov.au) and should include a covering letter, a current resume, and statement addressing the key selection criteria. Applications will be accepted until 12:00pm Monday 1st October 2018.

The North Central Catchment Management Authority acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country. We also recognise and acknowledge the contribution and interest of Aboriginal people and organisations in land and natural resource management.

#### 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.