



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

## POSITION DESCRIPTION

<b>Unit:</b>	Strategy and Partnerships
<b>Position Title:</b>	Project Officer – Waterways and Floodplain
<b>Reports to:</b>	Floodplain Manager
<b>Location:</b>	Huntly
<b>Classification:</b>	Band 5/6
<b>Employment Status:</b>	Fixed term 30-months
<b>Hours of work:</b>	Full-time or Part-time (negotiable)
<b>Date:</b>	September 2017

### 1. The organisation

The purpose of the North Central Catchment Management Authority (CMA) is to protect and enhance the integrity of our catchments. Our vision is to become a benchmark organisation by 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 has final responsibility for the functions of the Authority. In turn, a Community Consultative Committee provides the organisation with a community perspective on North Central CMA projects.

North Central CMA is responsible for floodplain management and waterway protection in the North Central region of Victoria. The Statutory Functions/Floodplain team performs a range of roles to ensure that the North Central CMA achieves its statutory obligations which are relevant to this role.

The primary role of catchment management authorities in flood management is to ensure that regional flooding issues are managed in an integrated way. This requires that the upstream and downstream effects of flood management and drainage measures are addressed, including their impacts on waterways and environmental values, particularly where these effects cross municipal boundaries.

The North Central CMA is a delegated floodplain management authority under the *Water Act 1989* and is a referral authority under the *Planning and Environment Act 1987*. Under this legislation, the North Central CMA provides flood level advice to the community and controls land use and development on floodplains in order to minimise flood risk to the community.

The North Central CMA through its Regional Floodplain Management Strategy develops policies and strategies to ensure that floodplains are managed in a sustainable manner, including minimising flood damage and the impact on humans whilst protecting valuable wetland environments.

#### **4. Position objectives**

The function of the Project Officer – Waterways and Floodplain position is to support the North Central CMA in achieving its statutory obligations by:

- Managing and investigating floodplain information;
- Providing flood level advice to the community;
- Managing and controlling land use and development on floodplains in order to minimise flood risk to life, public and private assets;
- Managing and controlling land use, development and works within and adjacent to waterways;
- Providing support to emergency management during a flood event.

#### **5. Key roles and responsibilities**

The key roles and responsibilities of this position are to:

- Investigate and develop responses for floodplain referral responses and Works on Waterways permits in accordance with North Central CMA's statutory obligations.
- Assist in managing compliance and enforcement action(s) as required, in accordance with the powers awarded to North Central CMA under the *Water Act 1989*.
- Consult, liaise and negotiate with various external and internal stakeholders in relation to waterways and floodplain management issues. Relevant stakeholders including rural and urban water authorities, Parks Victoria, local government, DEPI, cultural heritage, native title groups, North Central CMA staff, developers, consultants and members of the general public
- Undertake site visits and meetings to assess enquiries and/or applications for permits, monitor works in progress and follow up on reports of inappropriate or unauthorised works.
- Assist in developing and implementing guidelines and procedures which ensure that enquiries/permits and referrals are managed in a consistent manner and to a high quality standard.
- Assist with the project management of statutory functions/floodplain projects and related components including:
  - Project planning and implementation
  - Agreements and contracts management with consultants and contractors
  - Budget requirements
  - Reporting requirements
  - Community consultation

- Assist in identifying priorities for, overseeing implementation of, and reporting on system-specific statutory functions actions including knowledge management, flood response planning and works on waterway standards.
- Assist in the development and where appropriate, implementation of floodplain management strategies
- Support and facilitate the implementation of regional land use planning measures to reduce the future growth of flood risk and flood damage, in particular providing input to planning schemes, responding to planning referrals, providing flood advice and helping to resolve planning issues.
- Assist, when required, in providing support to North Central CMAs flood response and recovery efforts.
- To assist in the development of funding proposals.
- To undertake other duties as required by the Floodplain Manager.

## **6. Key selection criteria**

- An appropriate tertiary degree qualification in Civil or Environmental Engineering is desirable. Alternative tertiary degree qualification in Natural Resources, Environmental or Earth Sciences or equivalent may be considered.
- A good understanding of floodplain management principles and how they apply to water, town and regional planning issues, with a Sound knowledge of the environmental, social and economic issues affecting the North Central region, particularly in relation to waterways and floodplain management.
- Excellent time management skills with the ability to assess and set priorities and meet strict statutory timeframes.
- Good interpersonal, communication, and negotiation skills, including the ability to communicate clearly and effectively with a wide range of people within other Catchment Management Authorities, external organisations and the general public, sometimes in conflict situations. Including and ability to work effectively in a small, multi-disciplinary team that responds to various demands and manages multiple activities simultaneously.
- The incumbent must have excellent computer skills and will have demonstrated experience in computer based software such as Microsoft Office and preferably GIS and hydrologic and hydraulic modelling software such as HecRas and RORBWin.

## **7. Other Selection Criteria & Special Position Requirements**

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

## **8. Organisation Relationships**

Reports to: Floodplain Manager

Direct Reports: Nil

Internal Liaisons:

- Board members
- CEO
- Natural Resource Management Committee members

- Senior Managers
- Other staff members

External Liaisons:

- Federal and Victorian Government Departments
- Local Government
- Non-Government Organisations
- Service authorities
- Research and Development agencies including Arthur Rylah Institute (ARI); CSIRO and Cooperative Research Centres (CRCs), etc
- Professional advisers engaged by North Central CMA
- Professional organisations and associations
- Private corporations
- Community groups
- Members of the public

**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](http://www.nccma.vic.gov.au).

**11. Job Characteristics**

11.1 Accountability and extent of authority

- The incumbent will operate under the regular supervision of the Floodplain Manager
- The incumbent will be expected to provide specialist floodplain, drainage and waterway management advice to applicants for Works on Waterway Permits, floodplain and farm dam referrals. The freedom to act is governed by clear policies and guidelines. The incumbent will be accountable for the timely delivery of projects to agreed standards. Freedom to act is governed by defined policies and guidelines and in consultation with their manger or more senior employees..

- Decisions and actions taken at this level may have a limited impact on the community or sections of it.

#### 11.2 Judgement and Decision Making

- The position involves problem solving using technical knowledge within established engineering principles, techniques and methods.
- Work is usually well defined, however the incumbent will be expected to exercise judgement and initiative in the application of professional and technical knowledge
- Guidance and advice are usually available .

#### 11.3 Specialist Knowledge and Skills

- The incumbent will have a working knowledge of natural resource management issues relevant to river health management, floodplain management and rural drainage, and within the wider regional context.
- The incumbent will be required to understand the longer term goals of the Statutory Functions area and how they apply to the wider organisation
- The incumbent must have excellent computer skills and will have demonstrated experience in computer based software such as Microsoft Office, GIS and hydrologic and hydraulic modelling software such as HecRas and RORBWin.
- Demonstrated experience and skills in project and contract management is desirable.

#### 11.4 Management Skills

- The incumbent will have skills in planning and managing their own time and deliverables with minimal involvement from senior staff and have the ability to prioritise tasks in accordance with the position objectives and set timeframes.

#### 11.5 Interpersonal Skills

- Well developed written and oral communication skills
- The incumbent will have good negotiating skills and have the ability to liaise with, gain cooperation and assistance from other North Central CMA staff, counterparts in other organisations, clients and members of the public in the achievement of specific and set objectives
- The incumbent requires an understanding of and empathy with primary producers and the rural community

#### 11.6 Qualifications and Experience

An appropriate tertiary degree qualification in Civil or Environmental Engineering is preferred. . Alternate tertiary qualifications in areas such as Natural Resources, Environmental or Earth Sciences or approved equivalents may be considered. Previous experience in the statutory functions area of the natural resource management field is not essential but desirable.

## 12. Other Relevant Information

- The North Central CMA is an EEO employer and operates in a smoke free environment

**For further information on this position, please contact Shaun Morgan, Acting Floodplain Manager, on 03 5448 7124**

**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.