

Position Description

Position title:	Project Officer Waterways and Floodplain
Reports to:	Manager Waterways and Floodplain
Location:	Huntly
Band classification:	5/6
Employment status:	Fixed term
Hours:	Position may be full or part-time

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.

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, National Landcare Program and Victorian Aboriginal Affairs 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.

Position objective

The purpose of the Project Officer Waterways and Floodplain 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.

Core responsibilities and duties

- 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, DELWP, 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.

Qualifications

An appropriate tertiary qualification in one of the following: civil or environmental engineering, town planning, environmental or earth science, natural resource management or a related discipline.

Key selection criteria

- 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 an 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 computerbased software such as Microsoft Office and preferably GIS and hydrologic and hydraulic modelling software such as HecRas and RORBWin.

Other position requirements

It is expected the incumbent understands North Central CMA objectives within broader government policy. The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central CMA region.

Relationships

Reports to:	Manager Waterways and Floodplain
Responsible for:	Nil
Internal liaisons:	CEO, Executive Team and other staff Board and sub-committees
External liaisons:	Government departments (State, Federal and Local) Other government agencies Community groups, landholders and communities across the region Non-government organisations Research and Development agencies including Arthur Rylah Institute (ARI); CSIRO and Cooperative Research Centres (CRCs), Professional advisers engaged by North Central CMA Professional organisations and associations Private corporations 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. the contribution and interest of 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 work place

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 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.

Financial delegation

The position has a financial delegation of \$10,000.

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) 2017 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*.

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 info@nccma.vic.gov.au