

# Position Description

Position title:	Manager Business Development
Reports to:	CEO
Location:	Huntly
Band classification:	Executive Officer (EO)
Employment status:	Fixed-term - 2 years
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 trademark and behaviours

The North Central CMA's trademark is "*We are knowledgeable, engaging and reliable*". We achieve this through our commitment 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 foundation of North Central CMA's success is in the behaviours, 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.

## 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 and National Landcare Program.

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

This position creates opportunities that maximise natural resource management investment in the North Central region. The position will bring an entrepreneurial approach to the identification and pursuit of projects and investment sources aligned with the North Central Regional Catchment Strategy. The position requires future-focussed and partnership-orientated leadership to create regional advocacy for priority opportunities.

## Core responsibilities and duties

- Coordinate the implementation of the Business Development Strategy in conjunction with the North Central CMA and regional partners. The Business Development Strategy aims to consider approaches and prospects that maximise regional investment.
- Generate natural resource management investment opportunities by applying the North Central CMA's Project Management Framework to harvest and prioritise project concepts and support development of project business cases.
- Create regional advocacy for priority natural resource management investment opportunities through the North Central CMA Prospectus that accompanies the Regional Catchment Strategy.
- Lead the organisation in developing and maintaining relationships with potential and current investors in regional natural resource management projects, including providing a relationship management function with priority investors
- Lead the organisations approach to developing and maintaining relationships with regional natural resource management partners.

- Prepare authoritative correspondence, briefing notes and status reports for North Central CMA senior management, Board, Committees and external bodies as required.
- Provide leadership, direction and management to internal and external stakeholders as required.

### Qualifications

Tertiary qualifications in science, environment, engineering, business management/development or equivalent with extensive experience.

### Key selection criteria

- Demonstrated expertise in successful business development with a strong entrepreneurial approach to the identification and securing of investment with a partnership-orientated approach. Evidencing strong opportunity assessment and development and relationship management with regional stakeholders and investors.
- Demonstrated capability working with partners and communities to create successful long term NRM outcomes, with a proven ability to consult, advocate and negotiate to gain positive outcomes.
- Ability to understand Federal, State and regional natural resource management policies and programs.
- Excellent written and oral communication skills including the ability to effectively engage a range of stakeholders including management, government bodies and community members. It is also highly desirable that the applicant has a strong level of political astuteness.
- Proven business acumen and organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.

### 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:	CEO
Responsible for:	Nil
Internal liaisons:	CEO, Executive team and other staff Board and sub-committees
External liaisons:	Government investors (State and Federal) Other government agencies Community groups Philanthropic and other investors Other stakeholders

## Other relevant information

### *Diversity and Inclusion*

As an equal opportunity employer, the North Central CMA values the unique skills and experiences applicants from diverse cultural backgrounds bring to our workplace and community. We also recognise and acknowledge Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country and contribution to land and natural resource management.

We are committed to providing supportive career development opportunities for all applicants including reasonable adjustments for persons with a disability. If you need assistance 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 \$50,000.

### *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](mailto:info@nccma.vic.gov.au)