

# Position Description

Position title:	Manager – Community and Relationship
Reports to:	Executive Manager – Strategy and Partnerships
Location:	Huntly
Band classification:	Executive Officer (EO)
Employment status:	Fixed term (up to 3 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 culture

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 2037; 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

The Manager Community and Relationship plays an important role within the North Central CMA and is accountable for managing a team that delivers the community engagement program including the coordination of the CMA's Engagement Strategy implementation. The position also leads the Monitoring, Evaluation, Reporting and Improvement program.

## Core responsibilities and duties

- Lead the development and management of the organisation's community engagement team, including Indigenous, Waterwatch and Landcare activities, within the North Central CMA region.
- Oversee the renewal and coordination of the CMAs Engagement Strategy implementation. This will involve supporting other teams within the organisation to implement directions and targets set in the Engagement Strategy.
- Lead the direction and development of the organisations MERI approach. This includes appropriate organisational policy, procedure development and review and the delivery or coordination of training and support of project staff.
- Lead effective communication and engagement of key stakeholders associated with the engagement program, funders, and MERI program, including the provision of technical expertise where required.
- Coordinate the CMA's investment/funding processes with various state and Australina Government investments. Working with the Systems Accountant to ensure the CMA is meeting all reporting requirements for each funder.
- Lead the co-ordination of Annual MERI/NRM Project Audits completion and compliance under the MERI plan. Accountable for the appropriate monitoring of the program (including but not limited to key program deliverables, budgets, and key resource condition changes).

- Preparation of 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 positions such as Project Managers/Project Officers.

## Qualifications

Tertiary qualifications in NRM, Environmental Science, public relations, or a related field together with several years' experience at a management level, or equivalent industry experience.

## Key selection criteria

- Demonstrated experience and skills in the successful delivery of a large and/or technical community engagement program, evidencing strong program management skills including planning, implementation, monitoring and evaluation. A sound understanding of Federal, State and policies, strategies, and legislation as it relates to engagement is expected.
- Demonstrated understanding and experience in organisational Monitoring, Evaluation, Reporting and Improvement programs and activities.
- Proven people management skills and the ability to lead and develop a team to deliver natural resource management outcomes.
- Demonstrated knowledge and experience partnering with funders, CMA staff and external stakeholders, including the community. This includes developing and submitting funding bids, coordinating and monitoring organisational contractual reporting obligations, and participating in appropriate state-wide or national working groups.
- 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:	Executive Manager – Strategy and Partnerships
Responsible for:	Engagement and Evaluation team, 5 direct reports 4 indirect reports
Internal liaisons:	CEO, Executive team and other staff Board and sub-committees
External liaisons:	Government departments (State, Federal and Local) Federal and State investors Other government agencies Landholders and communities across the region Non-government organisations

## 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.

People managers have responsibility to ensure those under their supervision carry out work in accordance with health and safety legislation, and North Central CMA policies and procedures. They must ensure health and safety policies and procedures, and risk control measures are implemented and monitored. People managers are also responsible for ensuring their staff are provided with the necessary information, instruction and training to safely and effectively carry out their jobs.

### *Financial delegation*

The position has a financial delegation of \$50,000 as per [FIN002 Financial Delegations](#)

### *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.

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*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)