



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Catchment Management
Position Title:	Project Manager
Reports to:	Manager
Location:	Huntly
Classification:	Band 7/8 (base salary \$76002 – \$96,679)
Employment Status:	Full-time
Hours of work:	38 hours per week
Date:	June 2015
DM:	NCCMA-94-42

1. The organisation

The North Central Catchment Management Authority (CMA) purpose is to protect and enhance the integrity of our catchments.

Our vision is to be a benchmark organisation.

2. Organisational Trademark and Behaviours

At North Central CMA, we strive to achieve our trademark, which is: *Knowledgeable, Engaging 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 which has final responsibility for the functions of the Authority. In turn, a Natural Resource Management Committee provides the Board with a community perspective on North Central CMA projects.



4. Position objectives

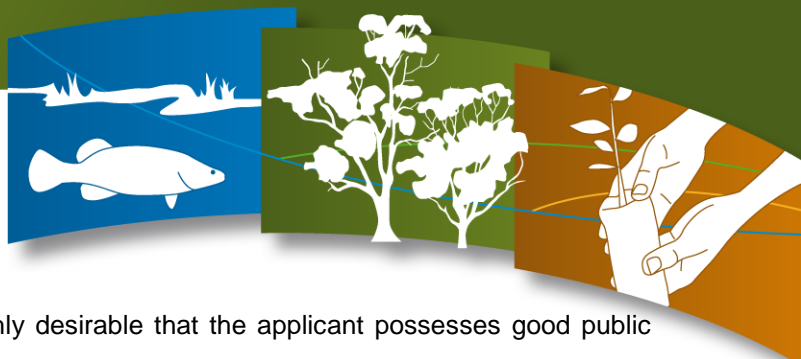
This position plays an important role and is responsible for ensuring the North Central region fulfils its statutory obligations under the Catchment and Land Protection (CaLP) Act 1989 and via the Murray Darling Basin Agreement for the management of irrigated and dryland salinity projects, works and measures. The main objective of the role is to ensure thorough planning, management and monitoring of projects; and the review of salinity management actions in accordance with State and Federal government protocols.

5. Key roles and responsibilities

- lead the development, delivery and review of projects that ensure the north central region fulfils our statutory obligations for managing salinity impacts on natural resources, particularly five year reviews of accountable salinity actions under the Basin Salinity Management Strategy Register A and B entries;
- establish and maintain relationships with key partners and stakeholders in the delivery of projects, specifically State and Federal government departments and regional water authorities;
- undertake all aspects of project management including the preparation of project plans and briefs, engaging consultants and technical experts, establish and maintain monitoring programs and data management, project implementation, reporting and evaluation;
- engage with the community and stakeholders to improve the understanding and input into the development, delivery and review of salinity management projects;
- establish and undertake monitoring of key project deliverables (including budgetary monitoring) and key natural resource condition changes throughout the life of projects;
- provide technical advice and actions as required that improve the understanding of salinity management and mitigation options within the organisation and region;
- prepare reports, correspondence, briefing notes and status updates for North Central CMA senior management, Board, NRM and external bodies as required;
- provide support as required to the development and implementation of actions related to the North Central Regional Catchment Strategy; and
- provide leadership, direction and management to positions such as Project Officers and Catchment Restoration Officers as required.

6. Key selection criteria

- An appropriate tertiary qualification in one of the following disciplines science, environmental science, engineering, agriculture or natural resource management with several years experience or the equivalent level of NRM experience.
- Demonstrated experience and skills in the successful delivery of large and/or complex NRM projects, evidencing strong project management skills including planning, implementation, monitoring and evaluation.
- An ability to cooperatively and collaboratively solve problems, negotiate innovative solutions to difficult tasks and develop and improve effective partnerships with a range of colleagues and stakeholders to achieve NRM outcomes.
- Excellent written and oral communication skills including ability to prepare clear and concise assessments and reports suitable for communication to a range of stakeholders, government



bodies and community members. It is highly desirable that the applicant possesses good public presentation skills.

- Demonstrated experience in strategic planning and coordination related to natural resource management and community partnerships.
- Proven organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.

7. Other Selection Criteria & Special Position Requirements

- An appreciation of Federal, State and regional water and environmental policies and strategies is desirable.
- A thorough understanding and awareness of North Central CMA objectives within broader Government policy as it relates to natural resource management.
- Proficiency in the use of computer and telecommunications technology including word processing, spreadsheets and databases, voicemail and email, etc.
- Demonstrated understanding of the application of GIS in NRM projects and outcomes.
- Knowledge of EEO and OH&S principles and practices as they apply in the Victorian Public Service.
- The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central region.

8. Organisation Relationships

Reports to: Executive Manager/Manager

Responsible for: Nil

Internal Liaisons: All staff, Board Members, Natural Resource Management Committee Members

External Liaisons: DEWLP, DEDJTR, Water Authorities, Local Councils, community, industry groups and other stakeholders


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.

11. Job Characteristics

11.1 Accountability and extent of authority

The Project Manager is governed by broad goals and has the freedom to act within, North Central CMA policies, procedures and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. The Project Manager will be accountable for the timely delivery of projects to agreed standards and shall refer decisions that affect the overall scope of projects to their manager or the project owner.

11.2 Judgement and Decision Making

The Project Manager, working to North Central CMA policies and procedures, will be self-managed and work independently on a day-to-day basis. The Project Manager can make formal recommendations through Senior Managers and the Chief Executive Officer. High levels of problem solving and initiative are expected

11.3 Specialist Knowledge and Skills

The Project Manager will have a sound knowledge of Natural Resource Management (NRM) issues in the North Central CMA region together with an understanding of the political and legal context within which the organisation operates. Demonstrated experience and skills in budgeting, reporting, project and contract management is required. Proficiency in the application of scientific approaches in the search for solutions to problems is desirable.

11.4 Management Skills

The Project Manager must be able to plan and manage their own time and deliverables with minimal involvement from senior staff and have the ability to prioritise tasks in accordance with the position objectives.

11.5 Interpersonal Skills

The Project Manager will have excellent oral communication skills (including presentation skills) and excellent written communication skills. Demonstrated ability in influential management to ensure organisational deadlines and objectives are met. The Project Manager will have the ability to work closely with, motivate and gain cooperation of colleagues, internal and external to the organisation and the ability to solve complex problems.

11.6 Qualifications and Experience

An appropriate Undergraduate Degree from one of the following: Environmental Science, Natural Resource Management, Agriculture or a related discipline, along with extensive relevant experience in the management of projects and/or programs related to natural resource management.

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 the North Central CMA on (03) 54487124.

Applications marked 'Confidential' will be received until and addressing the key selection criteria should be e-mailed to hrmanager@nccma.vic.gov.au or posted to

HR Manager
North Central CMA
PO Box 18, Huntly VIC 3551.

by Monday 13 July 2015.

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.