

Position Description

Position title:	Project Manager, Aboriginal Partnerships and Projects
Reports to:	Manager – Community and Relationships
Location:	Huntly
Classification:	Band 7/8
Employment status:	Fixed -Term
Hours:	38 hours per week (negotiable)

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 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 plays an important role in developing partnerships with First Nations people and Traditional Owners across the North Central CMA region. The Project Manager is responsible for managing the CMA's Aboriginal projects through planning, management, and monitoring of projects in line with North Central's project cycle.

Core responsibilities and duties

- Lead the development, delivery and evaluation of Aboriginal projects and partnerships to ensure outcomes are aligned with appropriate Traditional Owner direction (e.g. Recognition and Settlement Agreements, RAP Country Plans), and to improve two-way learning and partnership opportunities within the north central region
- Establish and maintain relationships with First Nations people, key partners and stakeholders in the delivery of all North Central CMA projects, including the management of external delivery partners where required. This includes the ability to leverage project funding to support self-determination.
- Provide advice and support to North Central CMA staff and delivery partners on best practice engagement with First Nations people across the north central region, this includes cultural awareness and cultural safety training to staff.
- Coordinate the delivery of the implementation of the North Central CMA's Reconciliation Action Plan, in line with DELWPs Pupangarli Marnmarnepu, DELWP's Aboriginal Self Determination Reform Strategy to support the advancement of Aboriginal employment and procurement outcomes within the region.

- Establish and undertake monitoring of key project deliverables (including budgetary monitoring) and key resource condition changes throughout the life of projects.
- As required, provide leadership, direction, and management to positions such as Project Officers.
- Practice cultural safety by creating environments, relationships, and systems free from racism and discrimination so that people can feel safe, valued, and able to participate.

Qualifications

An appropriate tertiary qualification in one of the following disciplines social science, cultural studies, environmental science, agriculture or natural resource management, with several years' experience; or the equivalent level of Indigenous partnerships or NRM experience.

Key selection criteria

- Demonstrated experience and skills in working effectively with First Nations people and the ability to deliver large and/or complex projects, evidencing strong project management skills including planning, implementation, monitoring and evaluation.
- An understanding and appreciation of Aboriginal Culture, able to work cooperatively and collaboratively to solve problems, negotiate innovative solutions to difficult tasks and develop and improve effective partnerships to achieve NRM outcomes meeting Traditional Owner needs and aspirations.
- Ability to write and communicate, including ability to prepare plans, letters, emails and reports using clear, concise and grammatically correct language, 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 ability to manage competing demands, plan and coordinate projects and partnerships.
- Ability to set priorities and achieve objectives within timelines and budget constraints.

Other position requirements

- An appreciation of Federal, State and regional indigenous, 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 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.

Relationships

Reports to:	Manager – Community and Relationships
Responsible for:	<u>Project Officers</u> , Work placement students
Internal liaisons:	Other staff, Regional Engagement Committee, Board
External liaisons:	Government departments; Local government; Non-government organisations; media; Traditional Owners, community groups and volunteers; contractors and consultants; other CMA communication staff; 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 workplace

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 Ventral 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 \$25,000 in line with policy 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*.

Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply.

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