



## POSITION DESCRIPTION

<b>Position Title:</b>	Floodplain Planner
<b>Unit/Team:</b>	Statutory Functions
<b>Responsibility Centre:</b>	NRM Delivery
<b>Reports to:</b>	Team Leader – Statutory Functions
<b>Location:</b>	Bendigo
<b>Hours of work:</b>	38 hours per week
<b>Employees Signature:</b>	
<b>Approved by (Manager):</b>	Brad Drust
<b>Date:</b>	May 2011

### 1. Organisational environment

The North Central Catchment Management Authority (CMA) is the strategic body that coordinates natural resource management in the North Central region of Victoria.

It works to improve the health of our natural environment. It attracts funding for environmental projects and carries out works in partnership with the community, State government agencies, water authorities, local government and others.

The North Central CMA and its partners recognise the need to integrate planning and activity across catchments and issues. This is done through the implementation of the North Central Regional Catchment Strategy.

#### 1.1 Organisational values and behaviours

The vision of the North Central Regional Catchment Strategy is:

*“A well informed, resourced and actively committed community protecting and improving the natural resources for the environmental, social and economic benefit of our region”.*

#### Values and behaviours:

The North Central CMA is committed to business excellence and delivering quality environmental outcomes based on values and behaviours. 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 chart our future direction with confidence, it is essential that we continue to employ people whose own values, qualities and skills fully align with our core values, and who will become dedicated and valued members of our team.

VALUES We value...		BEHAVIOURS We will...
INTEGRITY	<i>We will always act with honesty, respect, openness and fairness.</i>	<ol style="list-style-type: none"> <li>1. Be consistent</li> <li>2. Be transparent in all of our processes and activities</li> <li>3. Be considerate and appreciative</li> <li>4. Be accountable</li> <li>5. Deliver on promises</li> <li>6. Place trust in ourselves and others</li> </ol>
COMMUNITY	<i>We will nurture a sense of inclusiveness for our staff, our stakeholders and the broader community.</i>	<ol style="list-style-type: none"> <li>1. Communicate openly</li> <li>2. Appreciate, encourage and complement community skills and contributions</li> <li>3. Share knowledge</li> <li>4. Be inclusive, welcoming and involve others</li> <li>5. Foster passion and vision</li> <li>6. Be aware of different priorities, constraints and commitments</li> </ol>
TEAMWORK	<i>We will fulfil our potential by working together to recognise, support and build each other's strengths and contributions</i>	<ol style="list-style-type: none"> <li>1. Develop and work towards common goals</li> <li>2. Encourage open and timely communication</li> <li>3. Appreciate and encourage the skills and strengths of others</li> <li>4. Give and receive honest and constructive feedback</li> <li>5. Openly and actively share ideas, knowledge and information</li> <li>6. Celebrate together</li> </ol>
EFFICIENCY & EFFECTIVENESS	<i>We will operate in an economically and environmentally responsible manner to maximise public benefit and social outcomes</i>	<ol style="list-style-type: none"> <li>1. Use adequate resources efficiently and effectively</li> <li>2. Work towards long-term environmental, economic and social viability</li> <li>3. Set realistic deadlines and use time efficiently and effectively</li> <li>4. Seek improvement and refine existing processes and procedures</li> <li>5. Ensure a work-life balance</li> <li>6. Communicate efficiently and effectively</li> </ol>
LEARNING	<i>We will strive to enhance individual and organisational knowledge, skills and capacity to achieve our goals</i>	<ol style="list-style-type: none"> <li>1. Be open to innovative ideas and new beliefs</li> <li>2. Seek to understand</li> <li>3. Share knowledge</li> <li>4. Support life-long learning</li> <li>5. Be prepared to take risks</li> <li>6. Listen and reflect</li> </ol>
LEADERSHIP	<i>We will nurture leadership qualities within the organisation and strive to become respected leaders in the NRM field</i>	<ol style="list-style-type: none"> <li>1. Coach and mentor</li> <li>2. Be passionate, visionary and inspire others</li> <li>3. Be decisive, make hard decisions and be accountable</li> <li>4. Nurture leadership qualities in others</li> <li>5. Strive to be respected leaders in the NRM field</li> <li>6. Encourage initiative while providing clear direction and boundaries</li> </ol>

## 2. Organisational objectives

The North Central CMA has been established to provide integrated management of land and water resources within the North Central region. This will be achieved primarily through the Authority's corporate role in over-viewing and facilitating the implementation of the North Central Regional Catchment Strategy.

The North Central CMA also has functions under the Catchment and Land Protection Act 1994, which entail the provision of advice to the State Government on regional priorities for catchment management. These functions (including salinity management and land protection, Landcare coordination, pest, plant and animal management, vegetation management, sustainable agriculture, sustainable regional development and private forestry) 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, Implementation Committees are responsible for the development and oversight of on-ground program delivery.

### **3. Position objectives**

The Floodplain Planner position has been created to support the North Central CMA in achieving its statutory obligations by:

- Managing and investigating floodplain information;
- Providing flood level advice to the community; and
- Managing and controlling land use and development on floodplains in order to minimise flood risk to life, public and private assets.

### **4. Position background**

The primary role of catchment management authorities in flood management is to ensure that regional flooding issues are managed in an integrated way. This requires that the upstream and downstream effects of flood management and drainage measures are addressed, including their impacts on waterways and environmental values, particularly where these effects cross municipal boundaries.

The North Central Catchment Management Authority is a delegated floodplain management authority under the *Water Act 1989* and is a referral authority under the *Planning and Environment Act 1987*. Under these legislations, the North Central CMA provides flood level advice to the community and controls land use and development on floodplains in order to minimise flood risk to the community.

The North Central CMA through its Regional Floodplain Management Strategy develops policies and strategies to ensure that floodplains are managed in a sustainable manner, including minimising flood damage and the impact on humans whilst protecting valuable wetland environments.

### **5. Key roles and responsibilities**

The key roles and responsibilities of this position are to:

- Develop, oversee, and where appropriate, implement floodplain management strategies and prioritise the development of urban and rural floodplain management plans.
- 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.
- Support and facilitate the implementation of regional flood warning systems.
- Maintain and enhance flood information and coordinate monitoring of significant flood events.
- Provide for the conservation of natural resources and environmental values of regional significance.
- Monitor and report on regional flood management performance; and
- Assist in advising Government on regional flood management priorities.

### **6. Professional development**

Provision of training and development for all employees is a high priority at the North Central CMA, with particular emphasis on:

- Clarifying job tasks and responsibilities;
- The development of employee capability to meet the North Central CMA's objectives and to promote continuous improvement;
- A clear understanding of and involvement in continuous improvement principles and practice;
- The development of leadership/management skills and capability;

- The development of human resource and industrial relations skills for all employees in leadership positions and for all employees with workplace representation responsibilities;
- Technical skills, and;
- Improved skills in use of information technology to ensure maximum use of the capability systems and equipment installed.

## **7. Organisational Relationships**

### **Internal Relationships**

- Other Managers and staff
- Board Members
- Natural Resource Management Committee members

### **External Relationships**

- Government Departments
- Local Government
- Non-Government Organisations
- Service authorities
- Professional advisers retained by the North Central CMA
- Professional organisations
- Private corporations
- Community and Indigenous groups
- Members of the public.

## **8. Victorian Local Authorities Award (2001) Classifications**

This position has the following characteristics:

### **8.1 Accountability & Extent of Authority**

- The position will operate under the supervision of the Team Leader – Statutory Functions.
- Prime responsibility is for floodplain management advice where the freedom to act is governed by clear policies, objectives and/or budgets with a regular reporting mechanism and supervision to ensure adherence to goals and objectives.
- The effect of decisions and actions taken is limited to the quality or cost of the programs and projects being managed.

### **8.2 Judgement & Decision Making**

- The position involves problem solving using technical knowledge within established engineering principles, techniques and methods.
- The incumbent will be expected to exercise judgement and initiative in the application of professional and technical knowledge for example by using analytical and problem solving skills.
- The incumbent has access to support and assistance in making floodplain management decisions.

### **8.3 Specialist Knowledge and Skills**

- The incumbent will have a working knowledge of floodplain management principles and how they relate to water industry, town and regional planning issues.
- This position requires an understanding of the underlying principles of water and natural resource management and environmental flows in stream, wetland and floodplain systems
- The incumbent will be required to interpret planning regulations and be able to use computer based software, such as Microsoft Office suite, GIS and programs such as HEC-RAS and RORBWin.

### **8.4 Management Skills**

- The incumbent will have skills in planning and managing time, organising their own work and setting priorities
- The incumbent will have the ability to achieve specific objectives with the available resources and time

### **8.5 Interpersonal Skills**

- Well developed written and verbal communication skills
- The incumbent will have the ability to liaise with, and gain the cooperation of, other North Central CMA staff, counterparts in other organisations, clients and members of the public in the achievement of specific and set objectives
- The incumbent will have an understanding of and empathy with primary producers and the rural community

### **8.6 Qualifications and Experience**

- A relevant tertiary qualification with an environmental management focus is essential and may include Civil or Environmental Engineering, Science, Town Planning, Natural Resources, Earth Sciences or other approved equivalent
- Some experience in the engineering/town planning or other relevant field is also required.

## **9. Key selection criteria**

- Good understanding of floodplain management principles and how they apply to water, town and regional planning issues.
- Demonstrated analytical and problem solving skills.
- Interpersonal skills and an ability to communicate clearly and effectively with a wide range of people within the Catchment Management Authorities, external organisations and the general public, sometimes in conflict situations.
- Ability to work and contribute in a team environment to improve processes, respond to various demands, and manage multiple activities simultaneously.
- Good written and verbal communication skills and a high level of customer service when dealing with internal/external people.
- Ability to meet tight deadlines/work under pressure and to co-ordinate multiple tasks.
- Ability to use a number of computer based applications, such as Microsoft Office suite and GIS.

### **9.1 Other Selection Criteria**

- An understanding of computer programs such as HEC- RAS and RORBWin would be an advantage.

- An understanding of contract management and the management of consultants is desirable.
- A current driver's licence.

#### 10. Other Information

- Tenure is initially for a 12 month period and subject to on-going funding thereafter, and is also subject to a three-month probationary period.
- The position is based at the North Central CMA's office in Bendigo.
- After hours attendance of meetings will be required.
- The North Central CMA is an EEO employer and operates in a smoke-free environment.

#### 11. Multiskilling

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 Enterprise Agreement or Victorian Local Authorities Award 2001 as applicable shall apply.

Any direction issue under this clause shall be consistent with North Central CMA's obligation to provide a safe and healthy working environment.

#### 12. Other Relevant Information

Positions will be based at the North Central CMA offices in Bendigo and an attractive salary package will be offered for all roles commensurate with the successful candidates skills and experience. Tenure is for a 12 month period.

For further information visit [www.nccma.vic.gov.au](http://www.nccma.vic.gov.au) to access a position description. Alternatively contact the North Central CMA on (03) 5448 7124.

All Expressions of Interest (EOI) are to be submitted by the close of business 17 June 2011 and should contain a resume plus cover letter addressing the key selection criteria within the position description. Please mark all EOI's 'Confidential' and e-mail to [hrmanager@nccma.vic.gov.au](mailto:hrmanager@nccma.vic.gov.au) or post to the HR Manager, North Central CMA, PO Box 18 Huntly VIC 3551.

#### 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 North Central CMA 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.