

# Position Description

Position title:	Administrative Assistant
Reports to:	Human Resources Manager
Location:	Huntly
Classification:	Band 4
Employment status:	6 months fixed term
Hours:	Full time 38 hours per week

## 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 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

The Administrative Assistant will provide administrative support to the corporate team, Works Crew Team Leader and Catchment Restoration Officer in relation to processes and tasks for the Working for Victoria works program.

## Core responsibilities and duties

- Provide administrative support to Human Resources for processes relating to the works crew, including recruitment, training, on-boarding and off-boarding activities.
- Provide administrative support to OH&S in relation to the works crew, including organise distribution of Personal Protective Equipment (PPE).
- Provide administrative support to works crew Team Leaders, including support for developing work programs and coordination of tools and equipment.
- Coordinate induction activities for the works crew.
- Provide advice and information related to the works program to CMA staff and teams as required.
- Other generalist support and troubleshooting for any issues arising during implementation and rollout of the program.

## Qualifications

No formal qualifications are required. Previous experience in an administrative role would be an advantage.

### Key selection criteria

- Competency with MS Word and Excel and the ability to master other computer programs as required.
- Good time management skills with the ability to set priorities and achieve objectives.
- Sound problem solving skills and the ability to undertake basic financial analysis.
- Excellent written and verbal communications skills and the ability to form sound working relationships.
- Demonstrated initiative to operate with minimal supervision.

### Other position requirements

- The role will require the incumbent to work remotely from their home in line with current Victorian Government directives. This will require access to the internet. Access to tools required to perform the work, such as a computer and phone, will be provided by the North Central CMA.
- It is expected the incumbent understands North Central CMA objectives within broader government policy.

### Relationships

Reports to:	Human Resources Manager
Responsible for:	Nil direct reports
Internal liaisons:	CROs and other staff Works Crew Team Leader and Team Members Corporate team (OH&S, HR, Payroll, Finance)
External liaisons:	Government departments (State, Federal and Local) 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.

### *Financial delegation*

The position has a financial delegation of \$2,000 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*.

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)