

# Position Description

Position title:	Eastern Bendigo Landcare Facilitator
Reports to:	Regional Landcare Coordinator
Location:	Huntly
Band classification:	Band 5/6
Employment status:	Employment status: Part-time, 18 months
Hours:	18 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 purpose of the Eastern Bendigo Landcare Facilitator is to support environmental groups, networks, landholders and the wider community in undertaking on-ground NRM works and activities for the protection, enhancement and restoration of our land and natural environment. In doing so they will also aim to build group, network and community capacity and resilience.

## Core responsibilities and duties

The Eastern Bendigo Landcare Facilitator will:

- Support Landcare and environmental volunteer groups and networks to secure project grants and leverage other funding sources
- Support the development of on-ground NRM projects which are delivered through environmental groups, networks, and landholders
- Undertake community engagement (including engaging with the indigenous community), collaboration and build partnerships, including workshops, events, field days and other activities.
- Build local community capacity to enable groups, networks and communities to be resilient, this may include such activities as, training and education, member recruitment and developing partnerships and networks.
- Leveraging Landcare programs and activities to support opportunities for Aboriginal self-determination
- Assist Landcare and environmental volunteer groups with planning and priority setting processes
- Assist Landcare and environmental volunteer groups with monitoring, evaluation and reporting of NRM projects and activities

## Qualifications

Tertiary qualifications in NRM, Environmental Science, Agriculture or a related discipline, or equivalent industry experience.

## Key selection criteria

- Demonstrated experience in the successful delivery of community engagement programs or NRM projects, evidencing project management skills including planning, implementation, monitoring and evaluation.
- Excellent interpersonal, networking and conflict management skills with a demonstrated ability to liaise and negotiate with and motivate a range of stakeholders.
- 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.
- 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.
- Proven 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.
- Experience or understanding in the use and application of geographic information systems

## Relationships

Reports to:	Regional Landcare Coordinator
Responsible for:	Nil direct reports Support 5 to 12 Landcare and environmental volunteering groups/networks
Internal liaisons:	CEO, Executive team and other staff
External liaisons:	Landcare and environmental volunteering groups Landholders and communities across the region Government departments (State, Federal and Local) Other government agencies 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 \$10,000.

### *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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provisions of the North Central Catchment Authority (CMA) 2017 Collective Agreement (or its successors) shall apply.

*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)