



**NORTH CENTRAL**  
Catchment Management Authority  
*Connecting Rivers, Landscapes, People*

## POSITION DESCRIPTION

<b>Unit:</b>	Program Delivery
<b>Position Title:</b>	<b>Manager – Sustainable Agriculture</b>
<b>Reports to:</b>	Executive Manager – Program Delivery
<b>Location:</b>	Huntly
<b>Classification:</b>	Executive Officer (EO)
<b>Employment Status :</b>	Full-time / Part-time
<b>Hours of work:</b>	Up to 38 hours per week
<b>Date :</b>	February 2016
<b>DM:</b>	<b>NCCMA-94-41</b>

### 1. The organisation

The North Central Catchment Management Authority (CMA) mission is to *enhance the integrity of our catchments in partnership with our communities.*

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:

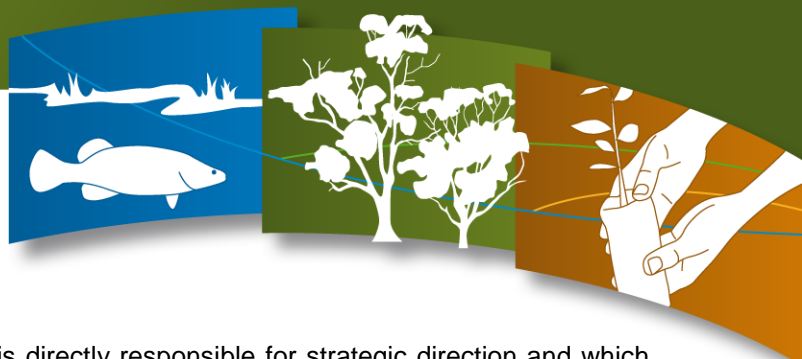
- Seek to understand – embrace challenges and seek solutions
- Be honest and take responsibility – do what you say you will do
- See something, do something
- Show respect
- Actively engage

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. The core business of the Authority delivers on accountabilities under the *Catchment and Land Protection Act 1994* and *Water Act 1989*, which primarily include:

- coordinating the management of land, biodiversity and water resources through the development of the Regional Catchment Strategy (RCS);
- enabling the regional community to provide local input to the planning and implementation of the RCS; and
- formulating and delivering targeted interventions to protect the region's land, biodiversity and water assets.



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 within the North Central CMA and is accountable for managing a team that delivers a program and initiatives to achieve improved agricultural sustainability. The aim of the program is to achieve land protection and secure the natural resource base by increasing the adoption of sustainable agriculture practices, including:

- management of the irrigated land program that has the focus of developing, adapting and implementing of the Loddon Campaspe Irrigation Region Land and Water Management Plan (LCIRLWMP);
- strategic support of the dryland program through the development and implementation of projects focussed on land and soil health; and
- strategic management of the irrigated and dryland salinity program that the authority is accountable to develop and implement on behalf of the State for north central Victoria.

As an Executive Officer, the role of the Manager includes the management and leadership of employees together with mentoring across the organisation.

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

- Lead the development and management of a complex and large scale sustainable agriculture program to improve productive agriculture and the condition and health of natural resources within the North Central CMA region.
- Accountable for the successful development of program strategies, plans and initiatives across the region ensuring all stakeholders are engaged, political matters managed and relevant legislation adhered to.
- Effective communication, collaboration and engagement of key stakeholders and partners associated with the sustainable agriculture program and projects.
- Provision of technical expertise and champion best management practice where required.
- Integrate the program with federal and state initiatives including the Murray Darling Basin Plan, BSM2030 and state water resource plans; and system and on-farm irrigation system modernisation projects.
- Accountable for the appropriate governance and monitoring of the program (including but not limited to key program deliverables, budgets and key resource condition changes).
- Preparation of authoritative correspondence, briefing notes and status reports for North Central CMA senior management, Board, committees and external bodies as required.
- Provide leadership, direction and management to positions such as Project Managers and Project Officers.



## 6. Key selection criteria

- An appropriate tertiary qualification in one of the following disciplines: science, agriculture, environment, engineering, natural resource management or equivalent, with several years 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.
- Strong technical skills with demonstrated understanding and experience in managing agriculture and/or land and soil programs.
- Demonstrated experience in strategic planning and working with communities and partners to create successful long term NRM outcomes, with a proven ability to negotiate and consult to gain positive outcomes.
- Proven people management skills and the ability to lead and develop a team to deliver natural resource management 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 strong presentation skills.
- Proven business acumen and organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.

## 7. Other Selection Criteria & Special Position Requirements

- An understanding of Federal, State and regional water and natural resource management 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.
- 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 – Program Delivery

Responsible for: Project Managers, Project Officers and Catchment Restoration Officers, where applicable.



Internal Liaisons: Senior Management, North Central CMA Board, Community Consultative Committee, Staff.

External Liaisons: Federal and State investors, community groups, government agencies, 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](http://www.nccma.vic.gov.au).

## 11. Other Relevant Information

The North Central CMA is an EEO employer and operates in a smoke free environment

The position is offered on a fixed term basis for a period of up to 3 years.

Flexible work hours may be negotiated.

**For further information on this position, please contact the North Central CMA on 03 5448 7124.**

**Applications marked 'Confidential' and addressing the key selection criteria should be e-mailed to [hrmanager@nccma.vic.gov.au](mailto:hrmanager@nccma.vic.gov.au) or posted to**

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

**By 5pm Monday 21<sup>st</sup> March.**

### 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.