



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Murray Campaspe and Avon-Richardson Catchments
Position Title:	Manager
Reports to:	Executive Manager – Murray Campaspe and Avon-Richardson Catchments
Location:	Huntly
Classification:	Executive Officer (Base salary \$95,000)
Employment Status :	Full-time
Hours of work:	38 hours per week
Date:	December 2013
SharePoint:	

1. The organisation

The North Central Catchment Management Authority (CMA) purpose is to **protect and enhance the integrity of our catchments**.

Our vision is to be a benchmark organisation working in partnership with our communities to deliver enduring natural resource management outcomes.

2. Organisational Trademark and Behaviours

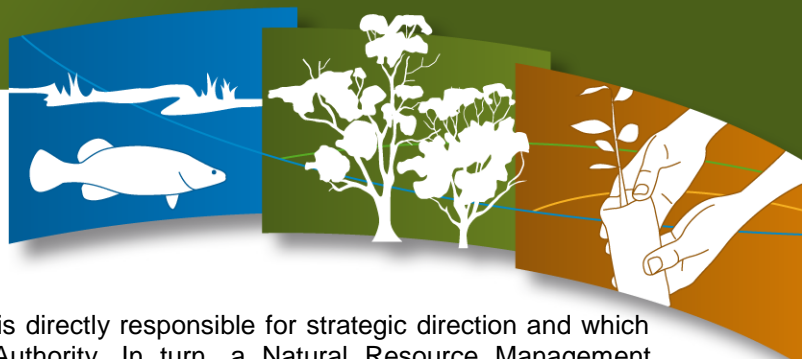
At North Central CMA, we strive to achieve our trademark, which is: *Innovative, Knowledgeable and Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- 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. This is achieved primarily through the Authority's role in developing and implementing the North Central Regional Catchment Strategy. The North Central CMA has other functions under the *Catchment and Land Protection Act 1994*, which entail the provision of advice to the Victorian Government on regional priorities for catchment management. These 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, 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 large program relating to environmental water and the maintenance or enhancement of river and wetland health. The Manager will sit within the Murray, Campaspe and Avon-Richardson Catchment team that has accountability for the planning, management and monitoring of environment and water projects within these catchment areas. The Manager will work in close partnership with the Department of Environment and Primary Industries, rural water corporations (Goulburn Murray Water), Parks Victoria, the Victorian Environmental Water Holder and the community. The program will focus on works and measures relating to the Murray Darling Basin Plan sustainable diversion limit projects, environmental watering management plans and operations.

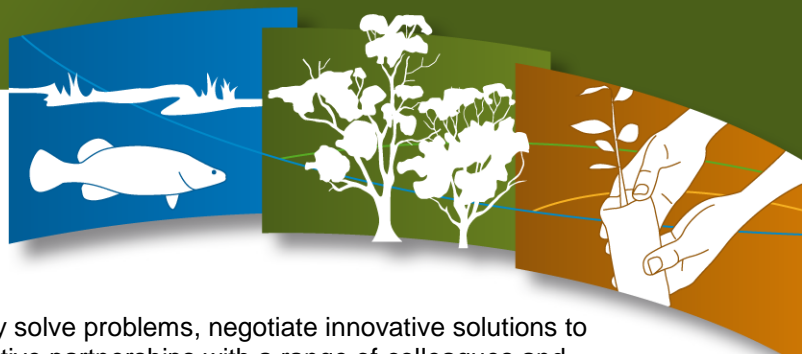
As an Executive Officer, the role of the Manager includes the management and leadership of employees together with mentoring across the organisation.

5. Key roles and responsibilities

- lead the development and management of a large scale natural resource management program, relating to environmental water, river and wetland health, that will improve the condition of priority assets within the north central region.
- accountable for the program delivery of a number of environmental water, river and wetland health projects, including integration with state and national water initiatives to maximise opportunities for the natural resource management within the north central region.
- provide technical expertise on matters relating to the program and associated projects.
- lead key research projects to improve understanding of the condition of the catchment, its communities, and threatening processes;
- accountable for the appropriate monitoring of the program (including but not limited to key program deliverables, budgets and key resource condition changes) .
- prepare authoritative correspondence, briefing notes and status reports for North Central CMA senior management and external bodies as required. Prepare and deliver relevant agenda papers with recommendations for the North Central CMA Board, Natural Resource Management Committee and other forums.
- as required, provide leadership, direction and management to positions such as Project Managers, Project Officers and Catchment Restoration 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 (preferably related to water), evidencing strong project management skills including planning, implementation, monitoring and evaluation.



- 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.
- 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.
- Demonstrated experience in strategic planning and coordination related to natural resource management (preferably related to water) and community partnerships.
- Proven 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 – Murray, Campaspe and Avon-Richardson Catchments

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

Internal Liaisons: Senior Management, North Central CMA Board, NRMC, 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.

11. Other Relevant Information

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

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

Applications marked 'Confidential' will be received until and addressing the key selection criteria should be e-mailed to hrmanager@nccma.vic.gov.au or posted to

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

by 5.00pm on Friday 31 January 2014.

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.