

Position Description

Position title:	Project Officer Sustainable Agriculture
Reports to:	Project Manager Sustainable Agriculture
Location:	Huntly
Classification:	Band 5
Employment status:	Full time/Part time
Hours:	30-38 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 objective of the role is to work as part of North Central CMAs Sustainable Agriculture team to deliver large scale sustainable agriculture projects that protect and enhance the NRM assets within the North Central region. The role will need to respond to the specific requirements of each project and will include assisting project managers with the planning and development of on-grounds works, monitoring, evaluation and reporting, delivery of project activities and planning and delivering community engagement activities.

Core responsibilities and duties

- Contribute to the development, delivery, and evaluation of sustainable agriculture projects.
- Support the development, delivery and review of projects that ensure the north central region fulfils our statutory obligations or managing salinity impacts on natural resources, particularly five-year reviews of accountable salinity actions under the Basin Salinity Management 2030 Register A and B entries.
- Establish and maintain relationships with key partners and stakeholders in the delivery of projects, specifically State and Federal government departments, and regional water authorities.
- Assist community and stakeholder engagement to improve the understanding and input into the development, delivery, and review of salinity and sustainable agriculture managed projects.
- Support the establishment and monitoring of key project deliverables (including budgetary monitoring) and key natural resource condition changes throughout the life of projects.
- Assist with the preparation of reports, minutes, correspondence, briefing notes and status updates for North Central CMA management and external bodies as required.
- Contribute to the broader sustainable agriculture team and provide support as required.

Qualifications

An appropriate Undergraduate Degree from one of the following: Agricultural Science, Environmental Science, Natural Resource Management or a related discipline, along with some relevant experience in the management of projects programs related to natural resource management.

Key selection criteria

- Demonstrated understanding of, or experience in the delivery of natural resource management activities such as agriculture, soil health, regenerative agriculture, salinity management, land management, and irrigation management.
- Experience in the planning and delivery of community engagement activities that relate to NRM, particularly working with the community.
- Strong written and oral communication skills including the ability to prepare clear and concise assessments and reports and to liaise and negotiate with a range of stakeholders.
- Demonstrated ability to prepare and manage agreements and contracts with consultants and contractors, including the development of project briefs, management of budgets and overseeing the execution of contracts.
- Is self-motivated, demonstrates initiative and the ability to work to timelines and schedules across multiple project tasks.

Other position requirements

- An understanding and awareness of North Central CMA objectives within the broader Government policy as it relates to natural resource management in the North Central CMA region.
- Proficiency in the use of information 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.
- A valid driver's licence

Relationships

Reports to:	Project Manager
Responsible for:	Nil
Internal liaisons:	North Central CMA staff, Community Consultative Committee
External liaisons:	Private landholders, Public Land Managers, Water Authorities, NGO's, Agriculture Victoria, Australian Government, DELWP

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 workplace

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.

People managers have responsibility to ensure those under their supervision carry out work in accordance with health and safety legislation, and North Central CMA policies and procedures. They must ensure health and safety policies and procedures, and risk control measures are implemented and monitored. People managers are also responsible for ensuring their staff are provided with the necessary information, instruction and training to safely and effectively carry out their jobs.

Financial delegation

The position has a financial delegation of \$10,000 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