

Position Description

Position title:	Team Leader
Reports to:	Project 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 Works Crew Team Leader is responsible for managing the day to day work program of a field-based team undertaking environmental and agricultural works on private and public land. The works crew will undertake activities such as revegetation, rubbish removal, weed removal, fence repairs and installation, sign repairs and installation, pest management and other field-based activities.

Core responsibilities and duties

- Delivery of the on-ground works program through performing the following activities;
 - revegetation,
 - rubbish removal,
 - weed removal,
 - fence repairs and installation,
 - sign repairs and installation,
 - pest management
 - other similar NRM field-based activities
- Liaise with North Central CMA staff and other partners in the development of a work program for the team.
- Coordinate and direct day to day activities of the works crew to deliver the work program, including scheduling tasks and procuring materials and tools.
- Provide oversight to the team to ensure they are performing in line with expectations and work is being undertaken in a safe manner in accordance with OH&S requirements. This includes ensuring team members have the necessary training, information and Personal Protective Equipment (PPE).

- Scheduling of team members, and other routine people management activities.
- Monitor and regularly report on progress of delivery of the work program and liaise with the Project Manager to resolve any obstacles.

Qualifications

No formal qualifications are required, however certifications in first aid, chainsaw operation or chemical use (such as ACUP) would be an advantage.

Key selection criteria

- Good communication and interpersonal skills and the ability to work cooperatively with colleagues, crew members, landholders, work crews, contractors and partner organisations.
- An understanding of basic Natural Resource Management Principles with experience in implementation of NRM projects such as, revegetation, pest control, weed management and fencing.
- Demonstrated ability to lead a team, with an understanding of OH&S requirements and how these apply in the field.
- Ability to use basic hand tools, cordless power tools and battery powered spray equipment.
- Excellent time management skills with the ability to set priorities and achieve objectives.

Other position requirements

- The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central CMA region. Full drivers' licence is required with a preference of some 4x4 experience.
- The incumbent requires the ability to undertake physically demanding tasks and these tasks may occur in remote and hard to access areas.
- It is expected the incumbent understands North Central CMA objectives within broader government policy.

Relationships

Reports to:	Project Manager
Responsible for:	Works crew of 3-5 direct reports
Internal liaisons:	CEO, Executive team and other staff Board and sub-committees
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 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 \$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.

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. Where an employee is directed to carry out any work within their classification band or of a lower band such work shall be performed without change in salary. Where directed to carry out work of a higher band the 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