



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

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| Unit: | Catchment Team |
| Position Title: | Regional Landcare Facilitator |
| Reports to: | Executive Manager |
| Location: | Huntly Office, Bendigo |
| Classification: | Band 7 (base salary \$76,002 - \$84,115) |
| Employment Status : | Full-time, 38 hours per week |
| Date: | July 2015 |
| Ref : | NCCMA-89-571 |

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.

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. 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

The role of the Regional Landcare Facilitator is to support farmers, land managers and community groups and networks (e.g. Landcare and farming systems groups) in the North Central CMA region to improve their awareness, participation, knowledge and/or skills in sustainable agriculture and natural resource management.

The role will deliver community capacity activities, such as education and training events (e.g. field days and workshops) and information resources (e.g. field guides and newsletters). The role will also provide an important link between the Australian Government and regional communities, sharing information about emerging issues and funding opportunities.

5. Position background

The North Central CMA region is home to many enthusiastic, capable and active community groups and individuals who are working to protect the region's natural environment and improve the sustainability of their farming systems. There are more than 160 Landcare and other community groups in the region, which represent a significant source of social capacity in undertaking natural resource management in the region. These groups are a vital means to engage communities and require effective support.

This position is funded by the Australian Government's National Landcare Program and will deliver activities that meet sustainable agriculture and natural resource management targets. This position is responsible for the North Central CMA region of Victoria and will be part of a network of 56 Regional Landcare Facilitators across Australia.

6. Key roles and responsibilities

- Deliver community capacity activities, such as education and training events (e.g. field days and workshops) and information resources (e.g. field guides and newsletters).
- Work with community Landcare and production groups to promote sustainable farm and land management practices.
- Provide an effective interface between the regional NRM bodies and community, Landcare and production groups and networks.
- Promote opportunities for community groups and networks to access public and private funds to address sustainable farm and land management practices and natural resources outcomes.
- Provide feedback to the Australian Government on emerging issues and current attitudes and activities in the North Central CMA region, relevant to sustainable agricultural practices and the needs of community Landcare and production-based networks.
- Stay abreast of developments in agricultural and natural resource management issues that are relevant to the North Central CMA region's communities such as climate change adaptation and soil health. .
- Create links with other Regional Landcare Facilitators across the National network to share knowledge of sustainable land management practices.
- Work both independently and alongside the North Central CMA Regional Landcare Coordinator to provide coordinated strategic leadership and support for Landcare groups across the North Central CMA region.
- Lead the planning and implementation of North Central CMA projects and organisational and team development activities as required.



7. Key selection criteria

- Skills and experience working with community and volunteer groups to deliver community engagement development programs. Experience working with farmers is highly desirable.
- Demonstrated knowledge and understanding of sustainable farm and land management practices, regional Landcare, natural resource management and the associated social and economic factors.
- Is self-motivated and resourceful with a history of successful outcomes in networking, negotiation and liaison, and the ability to motivate others.
- Well-developed verbal and written communication skills, including an ability to manage conflict and liaise and negotiate with a range of stakeholders.
- Demonstrated project management and planning skills, with the ability to manage a project and within time and budget constraints.
- An appropriate diploma or tertiary qualification in, agriculture, natural resource management, environmental science, social science or a related discipline, or extensive professional and practical experience.

8. Other Selection Criteria & Special Position Requirements

- The incumbent requires an understanding of sustainable farm practices and current challenges facing the farming sector in the North Central region with an ability to search and communicate innovative solutions to complex problems.
- 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.

9. Organisation Relationships

Reports to: Executive Manager – Catchments Team

Responsible for: N/A

Internal Liaisons: All staff, Board Members, Natural Resource Management Committee Members

External Liaisons: Landcare networks; Landcare groups; community groups; industry groups, government departments; local government; Non-government organisations; media; other CMA staff; members of the public.

10. 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

11. Multi Skilling



Any employee may be directed to carry out such duties 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.

12. Job Characteristics

Accountability and extent of authority

- The position has the freedom to act within the policies, objectives and budget of the North Central CMA and Landcare program.
- Decisions made by the position may have significant effect on Landcare program and on the public perception of the wider organisation.

Judgement and decision-making

- Problem solving involves the application of established processes and techniques to new situations – and the ability to recognise when these established techniques are not appropriate.
- Guidance and advice is not always available.

Specialist knowledge and skills

- The incumbent requires an understanding of Landcare and community based natural resource management and agriculture production.
- Experience in developing funding applications to secure public or private investment for community groups.
- Understanding of long term goals of the wider organisation and of the legal and political context in which it operates
- Knowledge and familiarity with the principles and practices of budgeting and project planning (including writing, monitoring and evaluation plans).

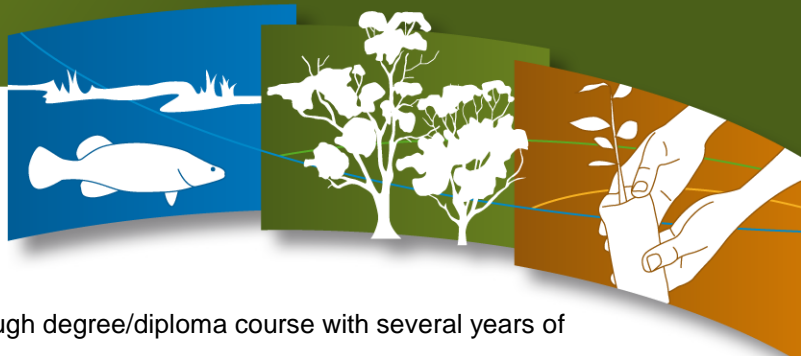
Management skills

- The incumbent will require skills in managing time, setting priorities, planning, organising their own and others work to achieve specific and set objectives in most efficient way possible within resources available and within set timeframe despite conflicting pressures.

Interpersonal skills

- To successfully perform in this role, the incumbent requires the ability to gain cooperation and assistance from both internal and external stakeholders, including farmers, Landcare groups, community members, Project Managers and other CMA staff.
- The role will be required to liaise with CMA Project Managers and Regional Landcare Facilitators in other organisations to discuss and resolve specialist problems

Qualifications and experience



- Skills and experience typically acquired through degree/diploma course with several years of subsequent relevant experience
- Experience managing projects with a community engagement focus.
- Experience in agriculture and natural resource management is desirable.

13. Other Relevant Information

- This position is offered as a 12 month contract, subject to a 6 month probationary period.
- The position is based at the North Central CMA's office in Huntly, 15 minutes north of Bendigo.
- After hours attendance at meetings will be required
- 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) 54487124.

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 Monday 20 July 2015.

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.