



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

## POSITION DESCRIPTION

<b>Unit:</b>	NRM Strategy
<b>Position Title:</b>	<b>Strategic Environmental Coordinator</b>
<b>Reports to:</b>	<b>NRM Strategy Manager</b>
<b>Location:</b>	Huntly
<b>Classification:</b>	Dependent on experience and qualifications
<b>Position Number:</b>	
<b>Employment Status :</b>	Full-time
<b>Hours of work:</b>	38 hours per week
<b>Date:</b>	June 2011

### 1. The organisation

The North Central Catchment Management Authority (CMA) is the lead natural resource management agency in north central Victoria for coordinating and monitoring natural resource management programs. We do this by employing best practice principles in managing and protecting the region's diverse environmental assets and striving to create a healthy and sustainable environment for the communities of North Central Victoria. The area we manage takes in more than 13 percent of Victoria, and with a population of over 200,000 people the region has become one of Victoria's most rapidly growing areas in terms of urban and agricultural activities over the last 5 years.

### 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**

The primary purpose of the position is to coordinate the delivery of natural resource management projects to improve river and wetland health outcomes and to provide strategic input into opportunities and risks associated with water reform in the North Central CMA region.

#### **5. Position background**

Water reform in Northern Victoria is driving significant change within the North Central CMA region. The primary drivers are the Australian Government's 'Water for the Future' strategy and the state owned entity, the Northern Victoria Irrigation Renewal Project (NVIRP). These key programs are resulting in changes in the way that water is or will be, managed.

Water reform within the region will have impacts on environmental assets. It is important that any negative impacts are minimized while maximising any opportunities for environmental enhancement. This position plays a key role in contributing to these outcomes.

#### **6. Key roles and responsibilities**

- Project manage a range of environmental projects and all related components.
- Manage the development of environmental watering plans and other investigations on priority wetlands and rivers.
- Coordinate regional stakeholders input on environmental issues and opportunities associated with modernisation and water reform.
- Provide technical expertise on matters relating to water reform and river and wetland management.
- Participate and represent the environment on committees and technical groups.
- Source opportunities to integrate the NVIRP and water reform activities with CMA programs to maximise opportunities for the environment.
- Coordinate and provide authoritative advice to North Central CMA senior management and its partners, on the NVIRP and associated environmental issues and opportunities.
- 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.
- Other duties as directed by the NRM Strategy Manager.

#### **7. Professional development**

Provision of training and development for all employees is a high priority at the North Central CMA, with particular emphasis on:

- Clarifying job tasks and responsibilities
- The development of employee capability to meet the North Central CMA's objectives and to promote continuous improvement
- A clear understanding of and involvement in continuous improvement principles and practice



- The development of leadership/management skills and capability
- The development of human resource and industrial relations skills for all employees in leadership positions and for all employees with workplace representation responsibilities
- Technical skills
- Improved skills in use of information technology to ensure maximum use of the capability systems and equipment installed.

## **8. Organisational relationships**

### ***Internal relationships***

- Other staff
- Board Members
- Natural Resource Management Committees Members

### ***External relationships***

- Government Departments
- Local Government
- Non-Government Organisations
- Service Authorities
- Professional Advisors retained by the North Central CMA
- Professional Organisations
- Community Groups
- Members of the Public

## **9. Victorian Local Authorities Award (2001) Classifications**

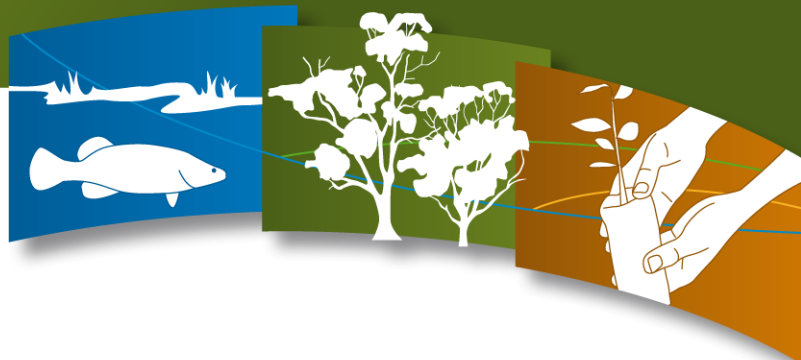
This position has the following characteristics:

### **9.1 Accountability & Extent of Authority**

The Strategic Environmental Coordinator is primarily accountable for:

- the responsibilities set out in this position description
- provision of authoritative advice to senior management in relation to project management and issues that arise through project delivery.

Freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. The Strategic Environmental Coordinator is responsible for expenditure on behalf of the CMA in accordance with the delegation policy and procurement guidelines. This position has the delegation to sign external correspondence to equivalent positions in other organisations. The position operates under the guidance of the NRM Executive Manager.



### **9.2 Judgement & Decision Making**

The Strategic Environmental Coordinator, working to North Central CMA policies and procedures, will be self-managed and work independently on a day-to-day basis. The incumbent can make formal recommendations through Senior Managers and the Chief Executive Officer. High levels of problem solving and initiative are expected. Guidance may not always be available within the organisation

### **9.3 Specialist Knowledge and Skills**

Demonstrated experience and well developed and applied knowledge of Natural Resource Management issues relevant to the region, knowledge of applicable legislation as it relates to the position requirements.

Demonstrated experience and skills in budgeting, reporting, project and contract management is required. Proficiency in the application of scientific approaches in the search for solutions to problems is desirable.

### **9.4 Management Skills**

The Strategic Environmental Coordinator must be able to plan and manage their own time and deliverables with minimal involvement from senior staff and have the ability to prioritise tasks in accordance with the position objectives.

### **9.5 Interpersonal Skills**

The Strategic Environmental Coordinator will have excellent oral communication skills (including presentation skills) and excellent written communication skills. Demonstrated ability in influential management to ensure organisational deadlines and objectives are met. The Strategic Environmental Coordinator will have the ability to work closely with and gain cooperation of colleagues, internal and external to the organisation and the ability to solve complex problems.

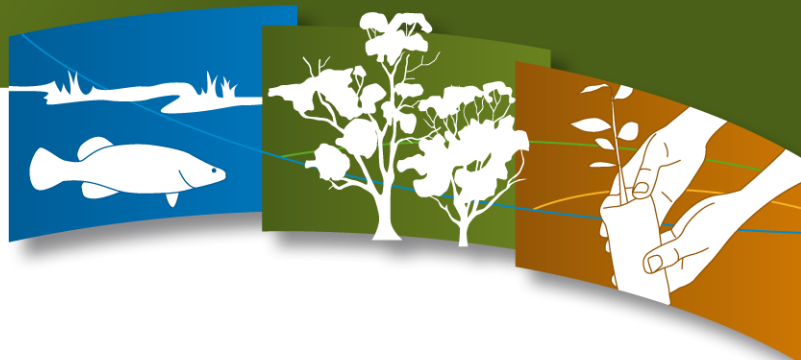
### **9.6 Qualifications and Experience**

An appropriate Undergraduate Degree from one of the following: Environmental Science, Environmental Engineering, Natural Resource Management, or a related discipline, along with at least 3 years of relevant experience in the management of projects and/or programs related to natural resource management.

Alternatively, the necessary skills and knowledge would be gained through lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.

## **10. Key selection criteria**

- Demonstrated experience in the management of projects, programs and contracts related to Natural Resource Management.
- Demonstrated strategic planning skills and an ability to resolve complex problems.
- Excellent oral and written communication skills suitable for working with a diversity of stakeholders, government bodies and community members. Excellent interpersonal skills.
- Proven organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.
- Ability to work independently and within multi-disciplinary teams.
- Knowledge of and experience in, river health management, environmental flow and/or wetland management is highly desirable.



### 10.1 Other Selection Criteria

- An appreciation of Federal, State and regional waterway health and environmental 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 in the North Central region.
- 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.

### 11. Other Information

- This position is a maternity relief for a period of 12 months.
- The incumbent must be the holder of a current full driver's licence

### 12. Multiskilling

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 Enterprise Agreement or contract as applicable shall apply.

Any direction issue under this clause shall be consistent with North Central CMA's obligation to provide a safe and healthy working environment.

Further information on the North Central CMA may be obtained from [www.nccma.vic.gov.au](http://www.nccma.vic.gov.au).

**For further information on this position, please contact:**

Emer Campbell on (03) 5440 1856 or [emer.campbell@nccma.vic.gov.au](mailto:emer.campbell@nccma.vic.gov.au)

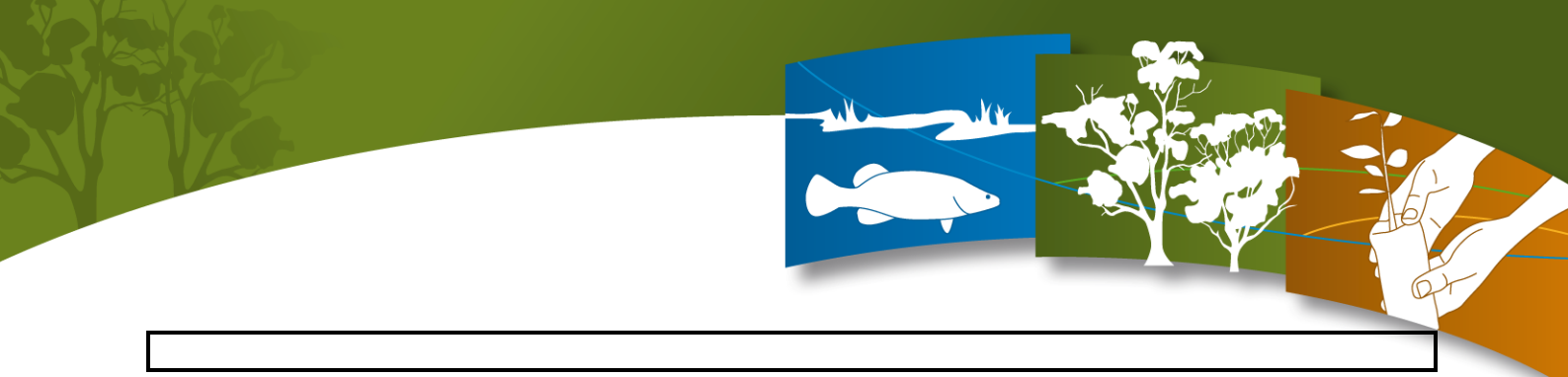
**Applications addressing the Key Selection Criteria and marked 'Confidential' will be received until Tuesday 5<sup>th</sup> July. Please email to [Breanna.Whittingstall@nccma.vic.gov.au](mailto:Breanna.Whittingstall@nccma.vic.gov.au) or send addressed to:**

Breanna Whittingstall  
North Central Catchment Management Authority  
PO Box 18  
HUNTLY VIC 3551

#### **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 North Central CMA 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.



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