



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	NRM Strategy
Position Title:	Strategic Irrigation Project Officer
Reports to:	Strategic Irrigation Program Team Leader
Location:	Huntly
Classification:	Band 6/7 (Dependent on experience and qualifications)
Salary Range:	
Position Number:	
Employment Status:	Full-time (12 Months)
Hours of work:	38 hours per week
Date:	August 2011

1. The organisation

The North Central Catchment Management Authority (CMA) works to **protect the** natural environment in North Central Victoria, with a focus on river health.

The organisation's mission is to lead, coordinate and integrate sustainable natural resource management for the benefit of our rivers and the communities that depend on them. To achieve this, the North Central CMA manages projects to restore river health; funds onground works to protect and improve the environment; and oversees the use of environmental water to improve the region's rivers and wetlands.

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 objective of the Strategic Irrigation Project Officer is to assist in and bolster the Authority's capacity to meet expectations pertaining to irrigated land and water management under the Water and CaLP Acts.

The role of the North Central CMA in irrigated land and water management is to provide management, coordination and technical services to ensure sustainable use of the catchment's natural resources and assets on behalf of the community.

The position is vital to ensure that the North Central CMA takes a leading role in assisting the regional community to understand how to adjust to and manage the change caused by recent land and water reforms whilst undertaking targeted works that will achieve a sustainable and viable future.

This position will compliment and enhance the Strategic Irrigation team capabilities to lead irrigated land and water management activities and services in the North Central region, in partnership with service provider agencies (i.e. Department of Primary Industries).

The responsibilities of this position will include: the provision of technically sound irrigated land and water management advice and services; to undertake program support activities that will lead to targeted implementation and understanding of irrigated land and water management; to build sufficient skills and capacities of individuals and communities to better manage irrigated land and water resources.

On behalf of the North Central Catchment Management Authority, the incumbent will:

- Provide program support services to the development and implementation of the Loddon Campaspe Irrigation Region Land and Water Management Plan and related projects;
- Work closely with partners, stakeholders and the community to deliver a contemporary and technically sound irrigated land and water management program for the Loddon Campaspe Irrigation Region;
- Maintain and enhance the monitoring, evaluation, reporting and learning framework of the Loddon Campaspe Irrigation Region Land and Water Management Plan;
- Ensure timely, accurate, efficient and effective coordination of the Strategic Irrigation program budget and expenditure responsibilities; and
- Generate information, engagement, development, implementation and consultation services for the Strategic Irrigation program.



5. Key roles and responsibilities

Planning, policy and monitoring:

- Assist in the development and implementation of irrigated land and water strategies, plans and programs in conjunction with Authority and service agency staff.
- Prepare and manage agreements and contracts with consultants and contractors, including the development of project briefs, management of budgets and overseeing execution of contracts.
- Promote the North Central CMA and Strategic Irrigation Program at relevant events and occasions and contribute to the development of strategic information for key stakeholders.
- Assist with the development of project proposals for funding in relation to the Loddon Campaspe Irrigation Region Land and Water Management Plan.

Communications and Operating:

- To develop material that promotes better understanding of irrigated land and water reform issues, options and priorities in the Loddon Campaspe Irrigation Region.
- To liaise with key project stakeholders and inform them of activities, achievements and issues that relate to the accomplishment of project objectives.
- To encourage, foster and support broader stakeholder and community involvement and participation in Strategic Irrigation projects across the North Central region.
- Report and provide relevant information to North Central CMA management and community committees on the budgets, progress and implementation of programs and projects and on any issues that may arise throughout project delivery.

General:

- Maintain confidentiality in respect to all relevant or appropriate matters.
- Provide a responsive and customer orientated approach when dealing with enquires.
- Maintain and enhance efficient and effective working relationships with relevant State and Australian Government agencies, non-government organisations, landholders and members of the public.
- Other duties as directed by CMA management from time to time.



6. Key selection criteria

- Knowledge of or experience in the management of projects, programs and contracts related to natural resource management. Knowledge of and experience in water reform, water policy, practice change and/or agriculture is highly desirable.
- Proven stakeholder engagement skills and experience with the ability to manage sensitive and complex issues; liaising with a range of clients from community groups to technical experts and confidence in promoting and interpreting policy and program issues to these groups.
- Good oral and written communication skills suitable for working with a diversity of stakeholders, government bodies and community members. Excellent interpersonal skills.
- An ability to cooperatively and collaboratively solve problems, negotiate innovative solutions to difficult tasks and develop and improve effective partnerships with a range of stakeholders to achieve outcomes.
- Proven organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints.
- Proven practical understanding of financial and business management practices and issues.
- Ability to work independently and within multi-disciplinary teams.

7. Other Selection Criteria & Special Position Requirements

- An appreciation of Federal, State and regional water and environmental policies and strategies is desirable.
- An 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 must be the holder of a current full driver's licence.

8. Organisation Relationships

Reports to: Strategic Irrigation Program Team Leader

Responsible for: N/A

Internal Liaisons:

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



External Liaisons:

- 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. 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. Job Characteristics

11.1 Accountability and extent of authority

The Project Officer is primarily accountable for:

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

The Project Officer will be directly supervised by the Strategic Irrigation Program Team Leader who will set work plan objectives within North Central CMA policies, procedures and budgets. The Project Officer will be accountable for the timely delivery of tasks to agreed standards and shall refer decisions that affect the outcome of tasks to the Project Manager. The impact of decisions made by the Project Officer will generally be limited to the project on which they are working. The position operates under the guidance of the Strategic Irrigation Program Team Leader and NRM Strategy Manager.



11.2 Judgement and Decision Making

The Project Officer, working to North Central CMA policies and procedures, will be able to work as a member of a team or independently as required. Whilst problem solving required by the Project Officer can be technical in nature, the decisions made are generally based on established practices, procedures and previous experience. The role will also be required to provide recommendations to Project Managers to support the development of project plans and management options for specific tasks. Guidance is usually available when making decisions. In relation to policy development, the incumbent will be expected to provide input by identifying and develop options within the irrigation area for consideration and choice by the Strategic Irrigation Program Team Leader

11.3 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.

The role requires understanding of budgetary processes, project and contract management and an understanding of the long term goals of the Strategic Irrigation program

Proficiency in the application of scientific approaches in the search for solutions to problems is desirable.

11.4 Management Skills

The Project Officer will be able to plan and manage their own time and deliverables with supervision from their Manager with the ability to prioritise tasks in accordance with their work plan objectives and the set timeframes

Project management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

11.5 Interpersonal Skills

The incumbent will have the ability to provide support and advice to members of the public, clients, employees and counterparts in other organisations to discuss specialist irrigation matters and resolve problems and within the organisation.

Well developed written and oral communication skills with the ability to utilise a range of formats with high levels of sophistication and accuracy are required.

The incumbent will have an understanding of and empathy with primary producers and the rural community.

11.6 Qualifications and Experience

An appropriate Undergraduate Degree from one of the following: Environmental Science, Natural Resource Management, or a related discipline, along with several years of relevant experience in management of projects and/or programs related to natural resource management. Experience in community engagement and working with the community on NRM related projects is preferred

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



12. Other Relevant Information

- The position is offered initially as a 12 month contract subject to: satisfactory completion of a three month probationary period; and additional funding for the position being sourced.
- The position is based at the North Central CMA's office in Huntly, 15 minutes north of Bendigo.
- After hours attendance of 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 Tim Shanahan, Strategic Irrigation Program Team Leader on 0354401846

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 5pm Friday 12 August, 2011

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.