CORANGAMITE CMA

POSITION DESCRIPTION

Position Title	Senior Project Officer		
Department	Estuaries and Environmental Water		
Position Reports To	Manager, Estuaries and Environmental Water		
Direct Reports	Nil	**Indirect Reports**	Nil
Employment Type	Fixed Term	**FTE**	1.0
Classification	CCMA Enterprise Agreement Band 8		
Location	Colac office. A combination of office and remote working is available.		

About Corangamite Catchment Management Authority

The Corangamite Catchment Management Authority (CCMA) was established in 1997 by the Victorian Government as a statutory authority under the Catchment and Land Protection Act 1994 and the Water Act 1989.

Our primary role is to work with local communities and support them to improve sustainable land, biodiversity and water resources management, in an area stretching from Geelong to Ballarat and along the coast to Peterborough.

The Corangamite region is renowned for its landscape diversity including its spectacular coastline, the Otways, the volcanic plains and the Central Highlands. These landscapes support significant Aboriginal cultural values, strong agriculture and forestry sectors and contain lakes and wetlands of national and international significance, highly valued rivers and estuaries and a range of native flora, fauna and ecological communities.

Our purpose is to be the regional leader working with Traditional Owners, land managers, communities, other organisations and governments to protect and improve the health of the region's natural resources (water, soils, biodiversity) to improve the health and sustainable productivity of the Corangamite region.

Our Mission: Healthy and productive lands and water cared for and enjoyed by thriving communities.

Our Values & Approach: We aim to be an effective, respected and valued organisation with a diverse, inclusive, productive and happy workforce and our work is guided by the values of Integrity, Accountability, Leadership, Responsiveness, Impartiality, Respect and Human Rights.

Position Purpose

The Senior Project Officer, Estuaries and Environmental Water is responsible for delivering a range of significant programs to fulfil statutory and other functions relating to environmental water entitlements, Sustainable Water Strategies, estuary management and waterway health within the Corangamite CMA.

This leadership position will play a pivotal role in building and maintaining partnerships with Traditional Owners, agencies and community on estuary and environmental water matters as well as providing high level technical and policy advice.

Accountabilities

Corporate governance and financial management

- Responsible for effective financial management of all projects under supervision, including project budget preparation and review, procurement (within delegation) and reporting of outcomes.
- Ensure compliance with all investor and internal reporting and evaluation requirements at State and Federal levels.
- Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Program.
- Provide quarterly and ad-hoc as required reports, analysis and high-level advice to the CEO, and the Executive Management Team on matters within the responsibility of the position, including financial and operational progress.
- Provide information for quarterly reporting to Victorian and Australian governments, including financial and operational progress.
- Support relevant Board committees and advisory groups.

Operations and Project Management

- Lead annual watering proposal development and implementation for existing and new environmental entitlements. Ensure these are delivered in accordance with Victorian Environmental Water Holder planning framework.
- Lead ecological monitoring, environmental water planning and infrastructure modification projects to ensure effective water delivery to support ecological outcomes and waterway health.
- Lead Water Act referrals as required.
- Lead culturally safe engagement with Traditional Owners on environmental water planning and delivery.
- Lead negotiations and engage effectively to achieve shared outcomes with diverse stakeholders.
- Contribute to the development and implementation of Sustainable Water Strategies.
- Contribute to estuary management, as required by the Authority.

- Contribute to the development and implementation of strategies, policies, projects or programs within the Estuaries & Environmental Water team.
- Provide high level technical or policy advice relating to environmental watering, ground water extraction and matters affecting river health to internal and external partners.
- Contribute to funding and investment opportunities and developing proposals.
- Ensure efficient and effective project life-cycle management and respond effectively to unplanned issues.
- Adhere to spatial data management and use procedures to ensure the integrity of information for both internal and external use.
- As a project/field officer you may have opportunity to work across other CCMA projects or be directed to do so depending on project requirements

Communication and Engagement

- Work with the internal communications team to deliver high-quality project communications and facilitate promotional opportunities in partnership with external stakeholders and delivery partners.
- Represent the Authority in meetings/forums/working parties with external stakeholders as required.
- Develop effective internal and external partnerships.
- Support the delivery of the Authority's plans and strategies relating to community engagement and participation, and diversity and inclusion.

Leadership and management

- Contribute to the development and implementation of strategies and policies to ensure achievement of the Authority's targets and objectives.
- Provide leadership and contribute to the high performance of the Estuaries & Environmental Water team.
- Use personal leadership to build and support a positive, high performing and inclusive culture.
- Initiate and support process innovations and continuous improvement.
- Promote and lead a customer service focus amongst staff.
- Provide leadership on a range of organisational programs to the Authority, investors, staff and community.
- Model the Authority's and the Victorian Public Sector values and behaviours.

Health, Safety, Wellbeing and Risk Management

- Take reasonable care for your own health and safety, health and safety of others and promote a positive safety culture by contributing to health and safety consultation, communication and incident investigations.
- Comply with all relevant safety and well-being legislation and regulations and the Corangamite CMA policies procedures and safe work practices.

- Perform all duties in a manner that ensures the health and safety of self and others in the workplace.
- Identify, manage and, where appropriate, eliminate or mitigate risks.

Administration

- Actively participate in supervision processes, staff meetings, team planning, professional development, staff training and the Performance Development Planning (PDP) process.
- Comply with all Corangamite CMA policies and procedures, as well as all legislation and standards relevant to role.
- Undertake other duties as directed.

Relationships

Internal - CCMA Board and Staff
External - Other CMA's and authorities, DEECA and Federal Government Departments, Local Government, NGO's, research institutions, community groups and individuals

Performance Level – Band 8

Accountability and extent of authority	May manage resources, provide advice, provide input into the development of policy. Decisions usually limited to the projects/programs being managed. Effect of advice may be significant but subject to review by someone more senior.
Judgement and decision making	Apply specialist technical knowledge and judgement, involves complex problem solving and policy development.
Specialist knowledge and skills	Proficient in the application of theoretical or scientific discipline, understanding of the long-term goals of the organisation, sound budgeting techniques.
Management skills	Manage own and others time, effectively plan and prioritise to achieve objectives despite conflicting demands.
Interpersonal skills	Gain cooperation and assistance from others in the administration of defined activities and in the supervision of other employees. Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions to assist in resolution of intra-organisational problems.
Qualifications and experience	Typically, tertiary education, several years relevant experience. Or higher formal education together with a

	shorter period of experience, or lesser formal qualification with extensive relevant experience.

Key Selection Criteria

Experience Qualifications, skills, and capabilities required to be successful in this role.

- Several years' experience working with communities in natural resource management, environmental management, agriculture, community engagement and a relevant diploma or degree qualification or significant relevant experience.
- Proven project design, delivery and management skills and experience with the ability to effectively manage resources and provide specialist advice. Qualifications and /or training in project management will be highly regarded.
- Experience in the application of monitoring, evaluation and learning processes as part of the project management cycle.
- High level interpersonal, engagement and communication skills with the ability to build and maintain relationships with key stakeholders.
- Demonstrated ability to provide clear and quality technical advice and information including the ability to prepare professional business correspondence and reports with attention to detail.
- Demonstrated ability to solve problems of a complex or technical nature.
- Demonstrated ability to contribute to a positive, inclusive organisation culture.
- Demonstrated ability to model the CCMA's Approach and the Victorian Public Sector values and behaviours.
- Current Victorian drivers licence.

Equal Opportunity

The CCMA offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Diversity and Inclusion

The CCMA encourages applications from people from a diverse range of backgrounds. We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. If you require assistance or adjustments to fully participate in the application or interview process, please contact Human Resources.

Flexibility

The CCMA supports flexible work arrangements for employees to better balance their work and personal lives. Flexitime, purchased leave, varied start and finish times, a combination of office and remote working as well as part-time options can be discussed.

In creating a flexible workplace environment the CCMA may ask employees to work across the organisation, in roles that require a similar set of skills, qualifications and experience if it means supporting the organisation to achieve its goals.

Child Safety

The CCMA is a child safe organisation and we are committed to ensuring the safety and wellbeing of children. All employees are required to work in accordance with the Child Safe Standards and CCMA policies and procedures.

Acknowledgement

I have read, understood and accepted the position description.

Signature: _____

Name: _____

Date: _____