Merri Creek Management Committee	**POSITION TITLE:**	Merri Merri Strategy – Coordination Lead
	POSITION NO.:	000X
	HOURS:	28 hours per week (0.8EFT)
	STATUS:	Part-time temporary contract
	CLASSIFICATION:	7A (MCMC EBA No.10)
	OCCUPANT:	VACANT
	LOCATION:	MCMC office; remote working available
	DATE:	17 November 2026

POSITION DESCRIPTION

POSITION OBJECTIVES:

- Lead the review and updating of the technical information contained in the *Merri Creek & Environs Strategy 2009-2014*.
- Coordinate the implementation of the *Merri Merri Strategy – Action Plan* by project partners and stakeholders.
- Coordinate the Governance structure outlined in the *Merri Merri Strategy 2026-2036*.
- Develop and implement the Understanding, Measurement, Evaluation, Learning + Most Significant Change framework (UMEL+MSC framework).

KEY RESPONSIBILITIES AND DUTIES:

1. **Review of *Merri Creek & Environs Strategy 2009-2014* technical information:**
   - Set up and coordinate project teams/working groups.
   - Find technical experts to join working groups.
   - Appoint a 'lead author' for each working group.
   - Prepare project timelines, deliverables, logistics etc. for each working group.
   - Undertake research into best current practice as it relates to issues within the *Merri Creek & Environs Strategy 2009-2014*.

2. ***Merri Merri Strategy – Action Plan* implementation:**
   - Create, nurture, and maintain relationships and cooperative arrangements with MCMC partners and stakeholders.
   - Work closely with the Friends of Merri Creek, Wallan Environment Group, and their sub-groups to ensure community input into the implementation processes.
   - Prepare an Implementation Plan and/or project plans for individual projects within the Action Plan.
   - Identify, prepare, and assist in the preparation of grant funding applications.

3. ***Merri Merri Strategy* Governance:**
   - Embed First People's Cultural Knowledge, Leadership, and Guidance across all governance levels.

- Convene the Strategy Stewardship Group.
- Provide Secretariat for the Strategy Stewardship Group and undertake the Coordination Backbone role on behalf of MCMC.
- Lead the Coordinated Delivery Network as outlined in the *Merri Merri Strategy*.

4. **Stakeholder Engagement**
   - Engage a wide range of community, First Nations, government, non-government, and sector stakeholders.
   - Ensure a variety of communications methods and media are used to communicate with the community, stakeholders, and member organisations.

5. **Other:**
   - Responsibilities and other duties included in this Position Description are subject to the Multi- skilling provisions of the Merri Creek Management Committee Inc. EBA as varied from time to time.

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Chief Executive Officer
Supervises:	May need to supervise external consultants, volunteers, and student interns.
Internal Contacts:	Manager Environmental Restoration Program, Environmental Planning Lead, Coordinator Environmental Restoration, Coordinator Citizen Science and WaterWatch Education, Coordinator Catchment Education (Working on Country), Coordinator Communications & Engagement, Operations Manager
External Contacts:	• Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation • MCMC member Councils: Darebin, Hume, Mitchell, Merri-bek, Whittlesea, and Yarra • Friends of Merri Creek, and working groups • Wallan Environment Group, BEAM Mitchell Environment Group • Melbourne Water • State Government departments and agencies (e.g., DEECA, Parks Victoria, Yarra Valley Water)

ORGANISATIONAL CONTEXT:

Merri Creek Management Committee (MCMC) is a not-for-profit incorporated association established in 1989 to achieve the shared vision of various stakeholders in the Merri Merri catchment. Its members are all the Councils in the Merri Merri Catchment: Darebin, Hume, Mitchell, Merri-bek, Whittlesea, and Yarra, community groups including Friends of Merri Creek and Wallan Environment Group, and Melbourne Water. Representatives of these member groups form the Committee of Management that guides MCMC's activities. You can find more information on our website – www.mcmc.org.au

Vision:
Healthy Merri and Country. Thriving, protected and cared for.

Mission:
Lead, support, and work with others in the protection and restoration of Merri Merri Country.

Statement of Purpose:
The purpose of the Merri Creek Management Committee is to lead, in partnership, the preservation of the natural heritage, ecological restoration and repair, and community stewardship, and support the preservation of cultural heritage, of the Merri Creek and tributaries, their corridors and associated ecological communities.

MCMC acknowledges that the Merri Creek flows through the cultural landscape of the Wurundjeri Woi-wurrung and that recognition, reconciliation and engagement with First Peoples is necessary to achieve its purpose.

Occupational Health and Safety (OHS)
MCMC undertakes to provide, as far as practicable, a safe, health, and risk-free work environment for its employees.

Employees are required to participate in the OHS process by:

- Following established safe working instructions, procedures, and policies.
- Taking reasonable care for their own Occupational Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures, and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the relevant OHS representative.
- Actively participating in and contributing to inspections, audits, team meetings, and training.
- Ensuring that relevant OHS legislation is complied with.

Managers, Coordinators, Team Leaders, and Supervisors are required to participate in the OHS process by:

- Assisting with the implementation of OHS policies, procedures, guidelines, work instructions, and Control Plans.
- Consulting with employees on OHS issues and supporting OHS representatives in their duties and/or requests.
- Discussion of OHS issues as part of team meetings.
- Conducting and documenting system review and inspections of employees and contractors with assistance from the OHS representatives (where necessary), Executive Officer, and/or employees.
- Ensuring appropriate training and instruction is given to employees, allowing them to complete jobs safely and without risks to health and safety.
- Taking appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and

support.
- Conducting effective induction of all employees, followed by ongoing training to develop and maintain a high level of OHS awareness.
- Assisting with the implementation of Return-to-Work Plans (where needed).
- Ensuring that relevant OHS legislation is complied with.

Risk Management:
Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the *Risk Management Procedure* and reporting risk management concerns and improvements to their supervisor and/or manager.

Manage risks in area of responsibility by complying with the OHS policies, procedures, and processes, and implementing appropriate risk management strategies.

Demonstrate MCMC's commitment to implementing best practice risk management processes.

Environmental Sustainability:
MCMC is committed to implementing environmentally sustainable operations and to supporting the community to be more sustainable. MCMC shows this by:
- Providing bicycle racks for staff use
- Recycling e-waste in accordance with relevant legislation
- Making purchases based on the waste hierarchy of avoid, reduce, reuse, and recycle
- Using electricity from renewable energy via solar PV installed at the MCMC office.

Statement of Commitment to Child Safe Standards
MCMC is a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation. MCMC acknowledges the cultural safety, participation and empowerment of all children to express culture and enjoy cultural rights, especially children from Aboriginal and Torres Strait Islander, or culturally and linguistically diverse backgrounds and those with a disability. MCMC has zero tolerance to racism. All staff must ensure that their behaviour and actions are consistent with these standards, the *MCMC Child Safety and Wellbeing Policy* and the *MCMC Child Safety Code of Conduct*.

Continuous Improvement:
MCMC strives to ensure that we continuously improve service delivery and service performance for our funders, stakeholders, partners, and the community. Managers and Coordinators are responsible for undertaking continuous improvement practices in their area/s of responsibility.

Asset Management:
Staff are responsible for undertaking asset management functions in accordance with MCMC's Asset Management Process.

	YES	NO
POLICE CHECK:		

The incumbent must have and maintain a current Police Check		✓
WORKING WITH CHILDREN CHECK (WWCC):		
The incumbent must have and maintain a current WWCC		✓
PRE-EMPLOYMENT MEDICAL CHECK:		
The incumbent must undergo a Pre-Employment Medical Check (see below):		
Medical (including fitness for work and functional capacity assessments, muscular- skeletal screening, and drug and alcohol test)		✓
Audio Test		✓

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- In conjunction with the Chief Executive Officer develop recommendations on matters of policy relating to the Merri Merri Strategy
- Works under general supervision.
- Work is governed by a combination of objectives, budgets, regulations, and policies, and is subject to regular reporting mechanisms.
- Responsible for supervising resources, including specialist consultants where needed.

JUDGEMENT AND DECISION MAKING:

- Make decisions about own work practices, plans, and prioritisation.
- Methods, procedures, and processes to complete the work are generally developed from theory or precedent.
- Make decisions about when to take conflict resolution or disciplinary actions.
- Objectives of the work are usually well defined.
- Guidance and advice are usually available.

SPECIALIST KNOWLEDGE AND SKILLS:

- Extensive knowledge of the Merri Creek and its tributaries and environs, and the community that supports and lives along the creek.
- Knowledge of the *Planning and Environment Act 1987* and relevant planning legislation, regulation, and standards, particularly where it relates to the Merri Creek and its environs.
- Knowledge of stakeholder engagement and communications processes and practices.
- Demonstrated ability to effectively liaise and negotiate with stakeholders to achieve positive outcomes.
- Demonstrated computer skills, including the use of databases, MS Office Suite, GIS and mapping technology.
- Demonstrated knowledge of environmental planning, biodiversity and conservation management and threatening processes, public open space planning, and community engagement subject matter.
- Demonstrated knowledge of development of environmental strategies and plans
- An understanding of urban aquatic environments is desirable.

MANAGEMENT SKILLS:

- Requires skills in managing time, setting priorities, and planning and organising one's own work.
- Ability to work with minimal supervision and manage own time and a variety of tasks in an organised manner with clear priorities.
- Ability to manage a complex program of project activities.
- Ability to work both independently and within a team environment.

INTERPERSONAL SKILLS:

- Demonstrated ability to work independently and liaise with Executive, Committee of Management, staff, and stakeholders.
- Strong written and verbal communication skills, and the demonstrated ability to develop written reports.
- Ability to gain cooperation and assistance from stakeholders, clients, and other employees, negotiate and influence outcomes.
- Building and maintaining effective working relationships characterised by mutual respect and honesty with Councils, local community groups, professional bodies, and external stakeholders.
- Demonstrated ability to work with staff and community volunteers equitably and effectively.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in Environmental Science, Environmental Planning, Conservation Management Planning, or a related discipline, combined with relevant experience.
- Demonstrated experience leading and managing project teams, resources, and projects with the ability to set clear priorities, delegate, and foster a positive culture.
- Excellent organisational, planning, and time management skills; ability to prioritise tasks and meet deadlines.
- High level written and verbal communications skills and demonstrated experience in supporting a range of First Nations, community, government, non-government, and agency stakeholders.
- Personal commitment to protecting and restoring the natural environment of the Merri Creek and its environs.

TASK ANALYSIS:
In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs				✓
Manual handling weights – below 10 kgs			✓	
Manual handling frequency			✓	
Repetitive manual work				✓
Repetitive bending/twisting				✓
Repetitive kneeling/squatting				✓
Working with arms above head				✓
Lifting above shoulder height				✓
Using hand tools – vibration/powered				✓
Operating precision machinery				✓
Close inspection work			✓	
Wearing hearing protection				✓
Wearing eye protection				✓
Wearing safety shoes/boots/gum boots			✓	
Wearing other relevant PPE			✓	
Working in dusty conditions			✓	
Working in wet/slippery conditions			✓	
Working with chemicals/solvents/detergents			✓	
Washing hands with soap (hygiene)			✓	
Working at heights				✓
Working in confined spaces				✓
Working in chillers (+4 degrees C)				✓
Performing clerical duties		✓		
Working on a keyboard	✓			
Driving cars/utes/ and/or trucks			✓	
Other (please specify)				✓
Other special features (e.g., nature of chemicals, travelling requirements etc.): N/A				

KEY SELECTION CRITERIA:

Essential:

1. Extensive knowledge of the Merri Creek and its tributaries and environs, the community that supports and lives along the creek, and the partner organisations that manage creek restoration.
2. Tertiary qualifications in Environmental Science, Environmental Planning, Conservation Management Planning, or a related discipline, combined with relevant experience.
3. Demonstrated understanding of the Aboriginal Cultural Heritage importance to the Merri Creek and its tributaries.
4. High level written and verbal communications skills and demonstrated experience in

supporting a range of First Nations, community, government, and agency stakeholders.

5. Demonstrated experience leading and coordinating project teams/working groups and resources, with the ability to meet and set clear deadlines, project milestones, and priorities; delegate; undertake reporting; and foster a positive collaborative culture.
6. Excellent organisational, planning, and time management skills; ability to prioritise tasks and meet deadlines.
7. Knowledge and understanding of the issues that impact on the Merri Creek and catchment and how they have changed over time and will change into the future.

Desirable:

1. Demonstrated understanding of the history of community activism, advocacy, and on-ground works undertaken by the community along the Merri Creek and its environs.

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by MCMC during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the Staff Handbook.

AGREEMENT:

<table>
<tr><td colspan="2">I hereby accept and agree with the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and EBA and I agree to abide by the terms and conditions stipulated therein.</td></tr>
<tr><td colspan="2">Name (please print):</td></tr>
<tr><td>Signature:</td><td>Date:</td></tr>
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