POSITION DESCRIPTION

Position Title	Waterway Programs Delivery Manager		
Classification	8	GHCMA Enterprise Agreement	
Division	Waterways		
Position Reports To	Executive Manager Waterways		
Employment Type	Fixed-term, Full-time	**FTE**	1
Location	Hamilton		
Flexibility	The position is based in Hamilton with options to work from home and out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.		

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently deliver land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of 'Professional, Collaborative and Innovative' that underpin our workplace culture.

There are three program areas within the GHCMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

Catchment Management Authorities help to facilitate on-ground environmental projects through partnerships with funders, landholders, communities, organisations and other government bodies. This position will foster strong, productive relationships and partnerships to facilitate investment and delivery of natural resource management (NRM) projects.

The Waterway Programs Delivery Manager manages the overall delivery of Waterway Delivery Programs; working with Traditional Owners, landholders, the community and other stakeholders to implement waterway management actions. Such programs of work include fire and flood recovery, waterways and wetlands, in-stream and riparian habitat improvement.

The position is responsible for facilitating key partnerships arrangements, permits and consents for delivery of the Waterway Delivery Program and for overall program planning including facilitation of key works provider panels, WHS requirements and field procedures.

This position leads a team of technical specialists in the delivery of projects and acts as Program Manager to ensure programs are delivered to time, budget and expectation.

Stakeholder Relationships

Direct Reports:	6	**Indirect Reports:**	4

Internal	External
EM Waterways	Dept. Energy, Environment & Climate Action (DEECA)
Waterway Planning Manager	Relevant State and Federal Government departments and agencies
Senior Waterways Officer/s	Local government (within Catchment Area)
Waterways Officer	Non-government organisations
Works Crew	Landholders
Senior Estuary Officer	Community Groups
GHCMA staff	Traditional owner groups
Executive Management	Advisory Groups
Board	Other CMAs

Key Responsibilities

Key Result Area	Key Position Accountabilities
Program Delivery	Oversee the overall development and delivery of extensive on-ground waterway programs (including but not limited to): • in-stream and riparian waterways and wetland works, • erosion control, • integrated water management delivery, • fire and flood recovery, • Recreational infrastructure, • Community engagement activities. Support the development and implementation of the Regional Waterways Strategy.
Technical and Strategic Advice	Provide authoritative technical and strategic advice to the Executive Manager, CEO, CMA's Advisory groups and the Board regarding topics within the realm of the team's work; and input into the development of Strategy and plans that integrate actions to achieve overall regional outcomes. Provide guidance and advice to team members and other CMA staff regarding topics within the realm of the team's work.
Strategic partnerships and relationship management	Drive management of strategic regional partnerships. Represent the CMA professionally in a variety of forums and meetings, with community, regional agencies, statewide and nationally.
Investment Planning	Identify funding and investment opportunities and develop proposals as required. Work with the Executive Manager and other senior managers to plan investment bids and coordinate the development of high-quality project funding applications aligned to the strategic objectives of the CMA, funding bodies and project implementation partners. Lead the development of major bids (overseen by the EM), with support from the Business Development Manager or other team members as required.

Leadership and Management	Provide strategic leadership and effective resource management that reflects a high performing, positive, innovative, and cohesive specialist team in the delivery of program outcomes, and the broader CMA's targets and objectives. Provide operational oversight of waterway field based activities including appropriate procedures and WHS requirements are in place and implemented.
Corporate governance and financial management	Accountable for effective financial management, including budget preparation, procurement, and reporting of the team's activities. In line with compliance and legislative requirements, preparation of all investor reporting within the team and preparation of internal reporting to the Executive Manager and CEO as required. Contribute to the annual corporate plan, annual report and other reporting of the CMA.

Organisational Requirements

Area	**Requirements**
Risk	Executive and Senior Managers are responsible for: • ensuring the implementation of efficient systems and procedures • driving the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures • making risk appropriate decisions and maintaining adequate records to demonstrate the management of risks.
Workplace Health & Safety (WHS)	Executive and Senior Managers are required to: • set a personal example, and foster a "safety first" culture within their teams and across the organisation • ensure compliance with statutory requirements, Glenelg Hopkins CMA policies and procedures including the wear and/or use of protective clothing and equipment; and zero tolerance for operating vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance; or without specific licences and certifications.
Record Keeping	Responsible for ensuring all record keeping activities under your control have been identified, created and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.
Limits of Authority	Authority is limited to and in accordance with the current Instrument of Delegation.
Organisational Accountabilities and Responsibilities	The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and Glenelg Hopkins CMA policies and procedures (as updated and amended from time to time).

Skills, Knowledge and Experience required to undertake the Role

- Tertiary qualifications in Science, Engineering, or Natural Resource Management (NRM) or similar and at least 5 years experience in the NRM industry, or extensive experience in lieu of formal qualifications, demonstrating a comprehensive understanding of natural systems, ecological processes, land management, social capacity and community facilitation combined with demonstrated application to regional natural resource management priorities within a community and productive agricultural context.
- Demonstrated competency with undertaking and managing best practice NRM field delivery programs.
- Demonstrated understanding of strategic planning and implementation within the context of integrated catchment management.
- Demonstrated ability to manage large teams and plan, lead, coordinate, monitor and evaluate projects and programs that cover a range of waterway management issues to achieve desired outcomes within timeframes and budget.
- Provide technical coaching and skills development support to staff, and share knowledge and information with peers and colleagues to ensure most effective delivery of requirements.
- High level verbal and written communication skills, including demonstrated ability to effectively communicate and engage with a wide range of stakeholders in the delivery of information both verbally and in writing. This includes making formal presentations to external groups and representing the CMA at major events including field days.
- Ability to develop business case submissions to increase likelihood of winning investment allocations.
- High level of proficiency in the Microsoft Office 365 suite and other software packages such as GIS.
- Current Victorian Driver's Licence, National Police Check (NPC) and Victorian Working With Children Check (WWCC) (NPC and WWCC can be obtained prior to appointment), and the completion of a self-assessment pre-employment medical declaration

Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Employee Name	**Employee Signature**	**Date:**
Manager Name	**Manager Signature**	**Date:**

Office use only

Position Reason	New position **Replacement Position** Other	Position Re-designed Position updated	
Approved by:	CEO	Date:	9 September 2026