



## **Part-time Executive Officer Position**

### **Closing Date - 5<sup>th</sup> May 2019**

The Upper Murrumbidgee Catchment Network (UMCN) is seeking to engage a part-time Executive Officer (EO) who has the skills, experience, values and passion to support the UMCN in delivering collaborative natural resource management outcomes in the upper Murrumbidgee region.

#### **Position overview**

This role has primary responsibility for supporting catchment collaboration and communication to improve natural resource management outcomes in the upper Murrumbidgee region.

#### **UMCN overview**

The UMCN is a community-based network made up of individuals and representatives from agencies and groups that are responsible for natural resource management in the upper Murrumbidgee catchment. UMCN recognises the diversity of individuals for whom it provides networking opportunities, including landholders, community volunteers, academics, industry, government and non-government organisations.

The UMCN operates as a regional cross-border network to enhance communication between individuals, agencies and groups in NSW and the Australian Capital Territory which lie within the upper catchment of the Murrumbidgee River. The upper catchment of the Murrumbidgee River comprising the area upstream of the Burrinjuck Dam wall. UMCN recognises the complexity of the government jurisdictions (Local, State/Territory and Commonwealth) across the region and is willing to provide a neutral setting for achieving shared objectives.

The UMCN (previously UMCCC) has operated across the region for 25 years and has had a history of leading strategic cross-jurisdictional projects that have had long lasting impact. UMCN aims to be an effective network for the many NRM voices across the region. The role of the UMCN is to provide people with the opportunity to network, share ideas, and collaborate on NRM issues and activities in the upper Murrumbidgee catchment. UMCN gathers and presents opinions on issues of relevance to our members.

UMCN meet four times per year to provide members with the opportunity for face to face networking. It also provides a mechanism for the dissemination of notices through an active Facebook page and twitter profile. UMCN has a seat at the ACT & Regional Catchment

Management Coordination Group and provide a community perspective on many issues that are raised within that forum.

## **Responsibilities**

With guidance from the UMCN Executive Committee, the EO will:

- Organise quarterly Executive Committee meetings and quarterly and annual General Meetings, including preparation of financial reports
- Chair General Meetings, Executive Meetings and AGM
- Liaise with member groups to share information
- Develop and implement a communication strategy that may include (but is not limited to):
  - Developing and sending newsletters to members
  - Organising events such as a biennial community catchment forum
  - Managing an online and social media profile
- Represent UMCN positions and knowledge at relevant public forums
- Sourcing funding for specific projects/workshops.

## **Accountabilities**

The EO will be accountable to the UMCN Executive Committee.

## **Qualifications, knowledge and experience**

- Experience in collaborative natural resource management.
- Knowledge of catchment management practices, challenges and opportunities in the ACT and NSW.
- Experience in liaison, communication and negotiation with stakeholders.

## **Attributes and skills**

- Initiative. Contributes ideas and initiates new ways of working, shows enthusiasm for project work and special assignments and takes ownership of problems, acts on opportunities and devises practical solutions.
- Communication skills. Communicates effectively verbally and in writing, adapting style to suit different audiences.
- Project management skills. Develops clear project plans and timelines, regularly communicating with stakeholders including project team members, and monitors project progress, operating within budget and required standards.

## **Work Location**

Work location is flexible and could be either:

- A contractor position, working from home (subject to appropriate insurances and suitability of workstation; or
- Based at one of the three local Catchment Groups (Gininderra Catchment Group, Molonglo Conservation Group or Southern ACT Catchment Group)

and can be from home.

Work will require attending UMCN meetings (GM, Exec and AGM) in person, which are generally undertaken at Jerrabomberra Community Centre (this may be subject to change at any time).

## **Hours of Work**

Part-time, 12 hours/week subject to monthly reporting to UMCN Executive Committee outlining hours worked and outputs.

## **Remuneration**

Remuneration will be commensurate with ACT Government, Administrative Services Officer, Level 6 for suitable applicants.

## **Probation Period**

A probationary period of three months will apply from the date of engagement.

## **Terms**

Fixed term contract for a period of 12 months (inclusive of probationary period above). Contract extension will be considered based on performance, UMCN requirements, and funding availability.

## **Application / Further Information**

For further information about this position please forward your enquiry to [UMCN@iinet.net.au](mailto:UMCN@iinet.net.au)

To apply, please provide a letter of two pages or less outlining your suitability for this position, along with your resume.