MERRI CREEK MANAGEMENT COMMITTEE

Upper Merri Landcare Facilitator – Position Description

Position purpose

The Merri Creek Management Committee's (MCMC) Upper Merri Landcare Facilitator will support Landcare and environmental volunteer groups/networks in the Upper Merri and Upper Plenty catchments within the Shire of Mitchell and the City of Hume. The Landcare Facilitator will help build capacity and resilience and enable groups/networks to undertake works that protect, enhance and restore the land and natural environment.

The Upper Merri Landcare Facilitator role will have a strong focus on building group and network capacity, rather than dependency, to enable groups and networks to become sustainable.

Community engagement experience, natural resource management knowledge, communication skills, stakeholder management, planning and computer literacy are required, along with a collaborative, engaging approach. Previous experience working with Landcare, Friends of groups, or other environmental volunteer groups, is desirable.

This position is funded by the Department of Environment, Land, Water and Planning's (DELWP) 2021-24 Victorian Landcare Facilitator Program.

Position details

Position title:	Upper Merri Landcare Facilitator 2021-24
Salary:	Pro-rata $73,250 + 10% Super; annual increase (amount TBC) on 1 Oct 2021, followed by 1.5% increase in 2022-23 and 2023-24
Employment type:	Band 6 - Part time
Hours of Work	8 hours per week (i.e. 0.23 of 35 hrs/wk)

Organisation:	Merri Creek Management Committee Inc
Work location:	TBC. Office space is available at Mitchell Shire Offices, Broadford. Support is also available to work remotely. MCMC's office is in Brunswick East, but preference is for the Landcare Facilitator to be located in or near the Upper Merri catchment.
Reports to:	Manager or Manager's delegate
Further information:	admin@mcmc.org.au 03 9380-8199

About the organisation

Merri Creek Management Committee Incorporated (MCMC) is an environmental coordination and management agency formed in 1989 to achieve a shared vision for the waterway corridors of the Merri Creek catchment. Our members include all the local governments in the catchment: the Darebin, Hume, Mitchell, Moreland, Whittlesea and Yarra Councils; and two community groups: Friends of Merri Creek and Wallan Environment Group.

MCMC is managed by a volunteer committee composed of nominated representatives from each of its member groups. Collectively MCMC's member groups have approximately 600 members.

The approximately 20 MCMC staff are grouped into four work areas: Ecological Restoration (13 staff), Catchment Program (2), Planning & Coordination (1.5), and Administration (3 p/t).

Annual grants from member municipalities are a major source of income for MCMC. Additional funds are sought from a range of organizations including state and federal government and philanthropic funds. Contracts also fund significant on-ground works.

Our Purpose

The primary purpose of the Merri Creek Management Committee (MCMC) is to ensure the preservation of natural and cultural heritage, and the ecologically sensitive restoration, development and maintenance of the Merri Creek and tributaries, their corridors and associated ecological communities.

Our Mission

To act as a unifying voice to champion and advance the protection, restoration and stewardship of the Merri Creek, its tributaries and environs.

Merri Catchment Waterways Shared Vision

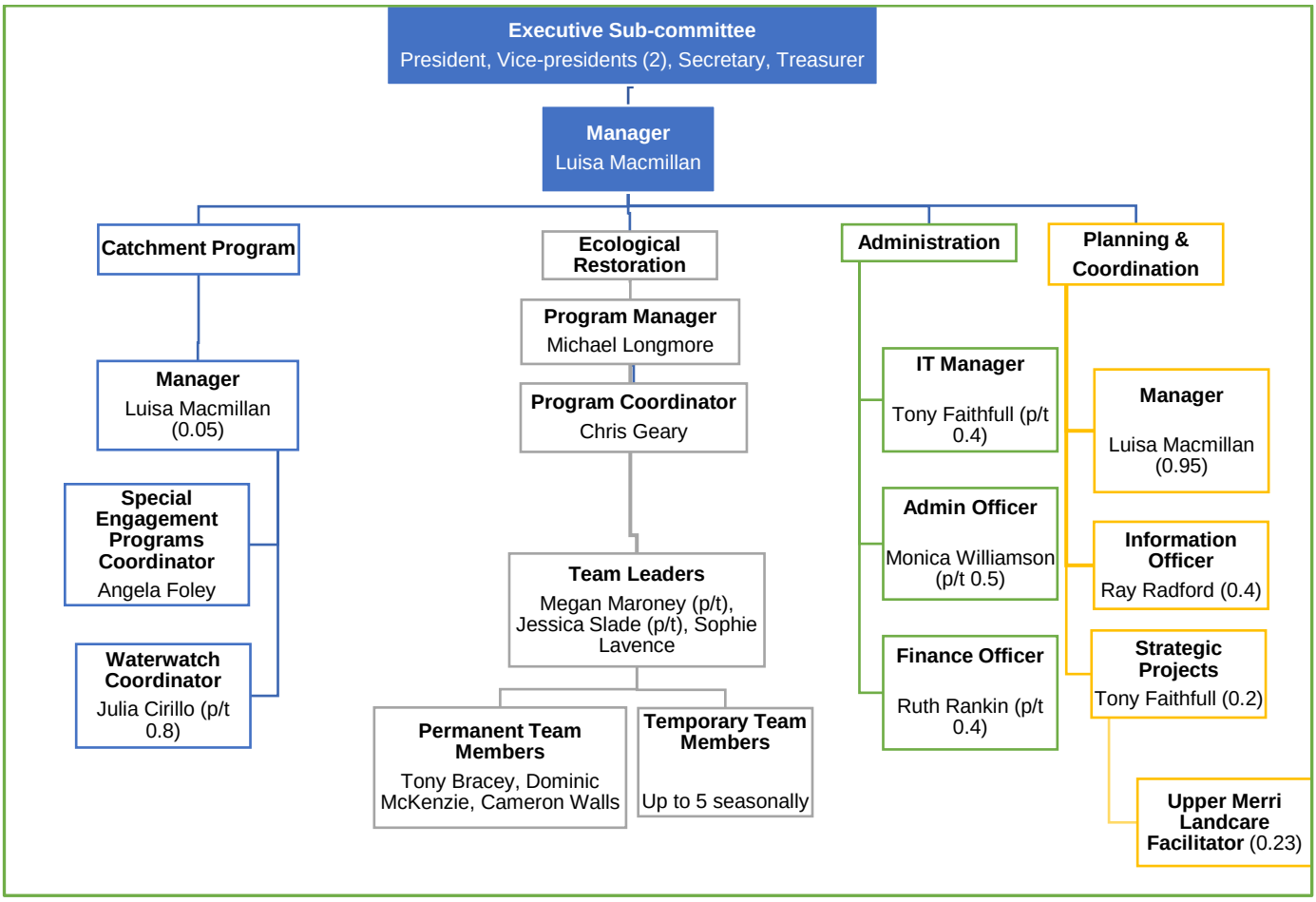
To achieve healthy living streams flowing through attractive environments which provide habitat for native animals and are valued by the community as a peaceful, passive open space havens. To protect the natural and cultural features of the Merri catchment waterway corridors though sensitive management which will provide a lasting benefit for the community. (From the *Merri Creek and Environs Strategy*)

Further information is at www.mcmc.org.au

MCMC Working Conditions

Merri Creek Management Committee (MCMC) is committed to providing a workplace where employees are valued and respected and free from all forms of discrimination and harassment. It is an equal employment opportunity employer and promotes a smoke free workplace. The organisation has its own Enterprise Bargaining Agreement (EBA), negotiated in conjunction with the Australian Services Union. It is committed to providing fair and reasonable, family friendly working conditions. All full-time staff work a 9-day, 70-hour fortnight, with leave and training provisions as specified in the Victorian Local Authorities Award. The MCMC EBA specifies provisions for paid overtime or time-in-lieu for required weekend work. Flexible working hours allow accommodation for evening meetings and seasonally busy periods.

The communities of the Merri Creek catchment are characterised by their social diversity and MCMC programs are undertaken in close collaboration with a range of community groups. To maximize the opportunities presented by the diverse community, employees are required to develop and demonstrate understanding and commitment to working in a tolerant and collaborative manner.



Key stakeholders

The Upper Merri Landcare Facilitator will provide support to the Merri Creek Management Committee, environmental volunteer groups operating in the Upper Merri catchment (e.g. Wallan Environment Group), and rural landholders and urban residents in the Upper Merri catchment and that part of the Upper Plenty catchment in Mitchell Shire.

Manager

The Upper Merri Landcare Facilitator will report to Tony Faithfull, IT and Strategic Projects Manager, who has been designated by MCMC's Manager to manage and oversee the role.

The Landcare Facilitator will meet fortnightly (or more frequently, if required) with their Manager to check on progress, and to plan and report on the delivery of the work priorities. Their Manager can also provide guidance and support for any work-related HR or safety matters.

Committee of Management

In conjunction with their Manager, the Upper Merri Landcare Facilitator will provide quarterly reports to MCMC's Committee of Management which oversees the implementation of the 2021-24 Landcare Facilitator Work Plan.

Upper Merri Landcare Facilitator Steering Committee

This Steering Committee will include local group, network and local government representatives, and will oversee and provide guidance to the work of the Landcare Facilitator.

External Liaisons

The Upper Merri Landcare Facilitator will develop and foster good relationships with MCMC, its staff and its member groups.

The Landcare Facilitator will also develop and foster effective collaborative relationships with government, agency and other Landcare staff, including:

- DELWP's Victorian Landcare Program staff;
- Port Phillip and Westernport Catchment Management Authority, including the Regional Landcare Coordinator;
- Local government environment staff, particularly from the Hume City Council and the Mitchell Shire Council;
- City of Whittlesea's Landcare Facilitator, and other Landcare Facilitators funded through the 2021-24 Victorian Landcare Facilitator Program in the Port Phillip and Western Port region;
- Melbourne Water's River Health staff;
- Traditional Owners, the Wurundjeri Woi Wurrung people.

Accountabilities

The 2021-24 Upper Merri Landcare Facilitator Work Plan will guide the work of the Landcare Facilitator and has six Key Work Areas.

The six Key Work Areas below (from DELWP's 2021-24 Landcare Facilitator Work Plan) outline the key accountabilities and main outputs required of the Landcare Facilitator over the three years, and include:

1. Support the development of on-ground natural resource management projects

1.1 Assist with the identification, planning and development of on-ground projects for delivery by Landcare and environmental volunteer groups/networks and private landholders, that help deliver on local plans (e.g. Merri Creek & Environs Strategy, MCMC Strategic Plan), regional plans (e.g. Port Phillip & Westernport Regional Catchment Strategy, Melbourne Water's Healthy Waterways Strategy), and key State-wide plans (e.g. Biodiversity 2037).Support the planning and development of on-ground projects and activities that achieve multiple benefits (i.e. biodiversity, climate change resilience, and sustainable land management).

1.2 Facilitate access by groups/networks/landholders to natural resource management information, expertise and other resources to support the planning and development of on-ground projects.

2. Secure project grants and leverage other funding

2.1 Identify and promote grants and funding opportunities that support activities to increase the health of the environment.

2.2 Facilitate Landcare and environmental volunteer groups/networks to apply for and secure funding for projects.

3. Undertake community engagement, collaboration and partnership building

3.1 Promote and provide opportunities for broad and diverse community participation (e.g. engaging culturally and linguistically diverse communities and youth) in Landcare and environmental volunteering activities.

3.2 Engage landholders and land managers in the adoption of best practice sustainable land management.

3.3 Facilitate information sharing, cooperation, collaboration and networking among Landcare and environmental volunteer groups/networks, Landcare staff (e.g. Landcare facilitators and Regional Landcare Coordinators), and the broader natural resource management sector.

3.4 Support the development of local partnerships and collaboration with other community organisations, universities/schools, and corporates to increase awareness of, and involvement and participation in, Landcare and environmental volunteering activities, including on-ground projects.

3.5 Submit at least one nomination for each round of the Victorian Landcare Awards and raise awareness of the Landcare Awards.

3.6 Increase Aboriginal cultural awareness of groups/networks and support their collaboration and partnerships with Traditional Owners, the Wurundjeri Woi wurrung.

3.7 Facilitate the establishment of new Landcare and environmental volunteer groups/networks in gap areas (i.e. where there are currently no groups/networks), and/or support the revival or re-activation of groups/networks that are currently inactive or at risk of becoming inactive.

4. Build local community capacity to enable groups, networks and communities to be resilient

4.1 Increase the provision of information to Landcare and environmental volunteer groups/networks by keeping them informed of learning, training, funding, and other opportunities.

4.2 Assist with the planning, development and delivery of knowledge and capacity building activities, such as courses, workshops, seminars, field days, and social media campaigns.

4.3 Promote and demonstrate to Landcare and environmental volunteer groups/networks how to effectively use communication channels, including social media, e-newsletters, webinar portals, Victorian Landcare Gateway, and the Victorian Landcare and Catchment Management magazine.

4.4 Assist Landcare and environmental volunteer groups/networks to function effectively and efficiently through the adoption of appropriate governance processes and procedures.

4.5 Support Landcare and environmental volunteer groups/networks with their responses to natural disasters and the effects of climate change (if applicable).

5. Assist with planning and priority setting processes

5.1 Assist Landcare and environmental volunteer groups/networks to develop or review their action/strategic plans, and to ensure these plans reflect the contemporary strategic directions and challenges facing Victoria's environment, including climate change.

5.2 Assist with the development of property plans focused on sustainable land management.

5.3 Promote awareness of Traditional Owners' aspirations and Whole of Country Plans and support Traditional Owners participation in the planning of on-ground works on Country (if applicable).

6. Assist with monitoring, evaluation, and reporting

6.1 Support Landcare and environmental volunteer groups/networks to fulfil their reporting requirements in a timely manner.

6.2 Support Landcare and environmental volunteer groups/networks to complete the Victorian Landcare Program's annual Group Health Survey, ensure the details of all the groups/networks the Landcare facilitator supports are up to date on the Victorian Landcare Gateway, and liaise with the Regional Landcare Coordinator to ensure accurate and consistent data collection, including changes to Landcare group/network boundary maps.

6.3 Assist Landcare and environmental volunteer groups/networks to evaluate annually their activities, and review (and when required establish improved) processes for the monitoring of and reporting on projects.

Note: The Landcare Facilitator is not responsible for administrative tasks associated with the day-to-day operation of a group/network, such as taking meeting minutes, or managing on-ground projects and their budgets. These tasks are not supported under the 2021-24 Victorian Landcare Facilitator Program.

Extent of Authority

This position is authorised to act on all day to day matters within projects under their control. However, regular liaison with their manager at MCMC and when appropriate, the responsible officer from the relevant Councils, DELWP, Port Phillip and Westernport CMA, and Melbourne Water is necessary in regard to decisions that have a major impact on projects or matters requiring decisions of a non-routine nature.

In particular, the position has the authority to:

- Provide verbal advice to Council officers and the community.
- Support volunteers and members of the community involved in Landcare activities in the Upper Merri.
- Represent MCMC in relation to Landcare in the Upper Merri in various public forums.
- To spend up to $2,000 for budgeted items.
- Rearrange timelines within the approved 2021-24 Landcare Facilitator Work Plan in liaison with their manager.
- In conjunction with their manager develop recommendations on matters of policy relating to Landcare;
- Speak to the media on matters relating to Landcare issues on which the MCMC has developed a policy.

Judgement and Decision Making

The position has a primary focus on community education and engagement which may require solutions needing creativity, originality and innovation. The position is also responsible for the input to a range of strategies, procedures and plans, which is dependent on the experience, knowledge and judgement of the incumbent and which will also require creativity, originality and innovation.

The position has authority to make decisions on all routine day-to-day matters, but matters requiring decisions of a non-routine or politically sensitive nature are to be referred to their manager.

Selection criteria

The key selection criteria specified below outline the capabilities required for the position.

Specialist/Technical Expertise

- Tertiary qualification(s) in community development, natural resource management or similar field, are essential.

- At least three years relevant experience is desirable.

Landcare Experience and Natural Resource Management Knowledge

- A sound understanding of Landcare, and practical experience working with Landcare and environmental volunteer groups.
- Good knowledge of natural resource management and land management issues in the Upper Merri/Upper Plenty catchments or similar is desirable.

Stakeholder Management and Partnerships

- Demonstrated experience and ability working collaboratively with groups, government/agency staff, farmers, rural landowners, and community members to develop partnerships, plan projects, and deliver community engagement and capacity building events and activities.

Communication

- Excellent interpersonal and oral communication skills.
- Highly developed written communication skills including the ability to write reports, papers and funding applications using clear, concise and grammatically correct language, with a high level of attention to detail.
- Well-developed facilitation and presentation skills, including the application of group facilitation principles, theory and practice, and experience facilitating collaborative discussions.
- Demonstrated ability to update webpages/websites and to effectively use Facebook and other forms of social media.

Community Engagement and Capacity Building

- Proven skills in the planning and delivery of community engagement and capacity building events and activities.
- Ability to source and disseminate land management information and advice to Landcare and Friends of groups, rural landowners and the wider community to build their knowledge about land management issues, and that foster the adoption of improved land management and sustainable agriculture practices.

Planning

- Experience developing strategic or action plans.
- Skills and experience necessary to undertake visits to rural landowners' properties to discuss land management issues, provide advice, and assist in developing property management plans to help address these issues.
- Demonstrated skills and experience in the planning of and securing funding for projects.

Computer & Mapping

- Excellent computer, office and administration skills, including the use of Word, Excel, PowerPoint, and desktop publishing.

- Proven skills in the use GPS/GIS mapping hardware/software, including developing high-quality maps at rural property scale.

Organisational Skills

- Excellent organisational, prioritisation, and time management skills to efficiently plan, manage and organise workload to achieve set objectives within agreed timelines.
- A high level of self-motivation and a demonstrated ability to self-manage, work independently and unsupervised.

Other licences etc

- Current Drivers Licence
- Victorian Working with Children Check or ability to obtain such.
- National Police Check

Additional information

Workplace Health and Safety

The successful candidate will be expected to comply with all relevant statutory requirements and conduct their service to high professional standards, including workplace health and safety.

Private Vehicle Use and Travel Expenses

The successful candidate will be required to use their own vehicle to attend meetings with groups, meet with landholders, attend events etc.

MCMC will reimburse the Landcare Facilitator for work-related car travel expenses in accordance with the ATO's work-related car expenses per kilometre method.

Professional development

The annual budget from the 2021-24 Victorian Landcare Facilitator Program funding for the position includes $421 to support the Landcare Facilitator's attendance at appropriate professional development and training to enhance their ability to deliver the role.

Landcare Employment Advice Service

This is a free service available to Landcare staff working in Victoria and their employer organisations. It can provide support on workplace-related advice, dispute resolution and referral services for Landcare staff and their employer organisations. Email landcare@delwp.vic.gov.au for the contact details of the provider of the Landcare Employment Advice Service.

How to apply

Applications for this position close 9am on Monday 2 August.

Applications must include:

- A short statement that address each of the Key Selection Criteria in this Position Description. This statement should outline how your current skills, attributes, knowledge and qualifications satisfy each of the criteria;

- Your current Resume, including the contact details, i.e. name, email address and phone number, for two work-related referees; and
- A cover letter.

Where to Email Applications

All application documentation must be emailed by 9.00am on Monday 2 August 2021 to admin@mcmc.org.au with the email subject line 'Upper Merri Landcare Facilitator application - your surname'.

Privacy and Probity

Merri Creek Management Committee affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014.*