



POSITION DESCRIPTION

SENIOR PROJECT OFFICER, BIODIVERSITY

ORGANISATION INFORMATION:

The Victorian Government established the Corangamite Catchment Management Authority (CMA) in 1997 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. We do this by;

- engaging with local communities and stakeholders and supporting them to take action,
- leading, coordinating and facilitating natural resource management and conservation planning and programs,
- delivering grants and incentives programs on behalf of the Victorian and Australian governments,
- providing training and information to communities and land managers,
- supporting citizen science programs to conduct environmental monitoring,
- planning and managing the delivery of environmental watering,
- planning and regulating estuary management,
- regulating works on waterways,
- providing advice to local governments and communities on flood plain management, and;
- managing the Barwon River and parklands through Geelong and two drainage systems.

About 380,000 people live in the catchment's 13,340 square kilometres in south-west Victoria that includes 175 kilometres of coastal fringe. The region is renowned for its landscape diversity including its spectacular coastline, the Otways, the volcanic plains and the Central Highlands. These landscapes support 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, ecological communities and aboriginal cultural values.

OUR VISION:

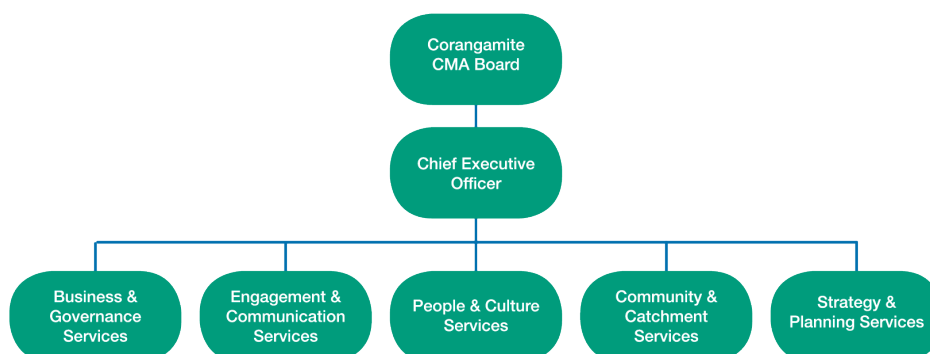
Healthy and productive lands and waters cared for by thriving communities.

OUR VALUES & BEHAVIOURS:

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, Innovation, Responsiveness, Impartiality, Accountability, Respect and Human Rights.

At Corangamite CMA, 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. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, people of all ages and people from culturally diverse backgrounds.

CORANGAMITE CMA STRUCTURE:



POSITION SPECIFICATION:

Position Title	Senior Project Officer, Biodiversity
Department	Community & Catchment Services
Organisational relationships	<p>Reports to: Manager, Land & Catchment Health</p> <p>Supervises: A small team</p> <p>Functional Responsibilities: Land and catchment health Biodiversity planning and development Natural resource management</p>
Stakeholder relationships	<p>Internal: All Corangamite CMA employees.</p> <p>External: Other CMA's and authorities, DELWP and Federal Government Departments, Local governments, NGOs, research institutions, community groups and individuals</p>
Primary Objectives	<p>The position incumbent will:</p> <ul style="list-style-type: none"> • Be responsible for the design, delivery and management of their project/s, program/s and performance objectives • Play a leadership role in the business and cultural development of the organisation • Build strong, effective relationships and partnerships internally and externally • Provide high level technical or policy advice.
Position Capabilities	<p>The position incumbent will possess:-</p> <ul style="list-style-type: none"> • Excellent interpersonal, engagement, communication and customer service awareness and capability. • Strong personal leadership and the ability to contribute to building a positive, high performing organisation. • Ability to build relationships and partnerships and to work as part of a team. • Creativity, flexibility, adaptability and resilience. • Strategic thinking, political acumen and initiative. • Experience in project/program planning and management including budget planning and management • Significant experience in working with communities in natural resource management, environmental management, agriculture or similar relevant experience.
Position Location	The position will be based in the Corangamite CMA's Colac office or other locations within the Catchment to meet operational requirements.
Salary / Tenure / Hours	<p>Band 8</p> <p>Full Time Fixed Term as per Contract of Employment – 38 hours per week with the requirement to work additional hours as required to meet organisational and operational requirements.</p> <p>All CCMA positions can be flexible, part-time or job-shared.</p>

KEY OUTPUT AREAS:

The following outlines the Key Result Areas and core competencies relevant to this position.

Key Result Areas	Accountabilities and Responsibilities
Corporate Governance and Financial Management	<p>Responsible for effective financial management, including budget preparation, procurement and reporting of specific projects/programs.</p> <p>Ensure compliance with all investor and internal reporting and evaluation requirements at State and Federal levels.</p> <p>Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Land & Catchment Health team.</p> <p>Provide reports, analysis and high level advice to the CEO, and the Executive Management Team on matters within the responsibility of the position.</p> <p>Support relevant Board committees and advisory groups.</p>
Operations and Project Management	<p>Responsible for the integrated delivery of specific land health and catchment projects/programs and services across the catchment.</p> <p>Contribute to the development and implementation of strategies, policies, projects or programs within the Land & Catchment Health team.</p> <p>Support the growth and establishment of partnerships between sustainable agriculture and environment agencies and groups.</p> <p>Provide high level technical or policy advice relating to biodiversity, sustainable agriculture and natural resource management to internal and external partners.</p> <p>Contribute to identifying funding and investment opportunities and developing proposals.</p> <p>Ensure efficient and effective project management and respond effectively to unplanned issues.</p>
Communications and Engagement	<p>Represent the Authority in meetings/forums/working parties with external stakeholders as required.</p> <p>Develop effective internal and external partnerships.</p> <p>Support the delivery of the Authority's plans and strategies relating to community engagement and participation, and diversity and inclusion.</p>
One Team and Leadership	<p>Contribute to the development and implementation of strategies and policies to ensure achievement of the Authority's targets and objectives.</p> <p>Provide leadership and contribute to the high performance of the Land & Catchment Health team.</p> <p>Use personal leadership to build and support a positive, high performing business culture.</p> <p>Initiate and support process innovations and continuous improvement.</p> <p>Promote and lead a customer service focus amongst staff.</p> <p>Provide leadership on a range of organisational programs to the Authority, investors, staff and community.</p> <p>Model the Authority's and the Victorian Public Sector values and behaviours.</p>
Occupational Health and Safety	<p>Ensure the safety and well-being of staff, volunteers, contractors and visitors/clients related to the Land & Catchment Health team.</p> <p>Ensure compliance with all relevant safety and well-being legislation and regulations and the Corangamite CMA policies procedures and safe work practices related to the Land & Catchment Health team.</p> <p>Perform all duties in a manner that ensures the health and safety of self and others in the workplace.</p> <p>Contribute to OH&S consultation, OH&S performance and participate in incident investigations as required.</p>
Risk Management	<p>Identify, manage and, where appropriate, eliminate or mitigate risks.</p>

SKILLS, KNOWLEDGE AND EXPERIENCE:

Interpersonal and Leadership Skills

This is a high level position that contributes to the leadership of the organisation, provides high level advice in areas of expertise, and represents the CCMA in the community and across all networks.

- Excellent level of interpersonal and communication skills with the ability to engage, and gain cooperation and assistance from clients, members of the public, government departments, agencies, and staff, and manage complex stakeholder issues across projects and programs.
- Demonstrated ability to contribute to a positive, high performing culture and organisation.
- High levels of self-awareness and demonstrated ability to self-manage and model positive values and behaviours.

Specialist Knowledge & Skills

This position plays a senior role in the Land & Catchment Health team which supports land managers and communities to deliver improved sustainable natural resource management and environmental management.

- High level knowledge, skills and experience in working with communities in natural resource management, agriculture, environmental management or community development.
- Understanding of the goals and objectives of Corangamite CMA and the ability to deliver on these.
- Understanding of relevant legislation, standards and policies with the ability to interpret and implement.

Judgement & Decision Making Skills

This position is responsible for dealing with complexity, conflict and issues that have an impact on the organisation's programs and projects. The position will be required to provide high level advice to the Chief Executive Officer and Senior Management Team. It has a level of autonomy in judgement and decision making, with advice and guidance sought from others in the field of expertise.

- Demonstrated ability to make complex decisions within legislation, regulations, government and organisational strategies, policies and procedures.
- Demonstrated ability to provide high level quality advice executives.

Management Skills

This position is responsible for the effective and efficient management of projects and delivery of outcomes within the Land & Catchment Health team and for contributing to the overall performance of the organisation.

- Strong project design, delivery and management skills and a demonstrated ability to plan and prioritise work objectives to achieve corporate goals within available resources and competing timeframes.
- Demonstrated ability to manage and monitor budgets within the responsibility of this position.
- Proven record of continuous improvement and innovative solutions to problems and new opportunities.
- Demonstrated ability to understand and apply legislation and regulations including that relating to human resources management, OH&S, equal opportunity and anti-discrimination.

Other skills

- Computer skills appropriate for a modern office environment and the tools and systems relevant to the position.
- Good written and oral communication skills including the ability to prepare professional business correspondence and reports.

Qualifications and Experience

- Several years' experience in working with communities in natural resource management, agriculture, environmental management or community development and a relevant diploma or degree qualification or substantial experience with a lower level qualification.
- Current Victorian driver's licence.
- Current Victorian Working With Children Check.

CORANGAMITE CMA CORPORATE POLICIES:

Adherence to all Corangamite CMA's policies and procedures including but not limited to:

- Code of Conduct for Victorian Public Sector Employees
- Fraud Prevention
- Purchasing and Procurement
- Information Communication Technology Acceptable Use
- Acceptance of Gifts and Entertainment
- Information and Privacy
- Equal Opportunity, Anti-Discrimination, Harassment, Bullying
- Protected Disclosures
- Child Safe Standards

General Manager: _____ Employee: _____
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Signed: _____ Signed: _____

Date: _____ Date: _____

KEY SELECTION CRITERIA:

Essential:

- Proven ability to show personal leadership to build and support a positive high performing culture and business.
- Excellent interpersonal and communication skills with proven ability to positively engage and foster strong professional relationships with key stakeholders, members of the public and employees.
- Proven project design, delivery and management skills with the ability to effectively manage resources and provide specialist advice.
- Demonstrated initiative and problem solving skills in complex situations.
- High level written communication skills with proven ability to prepare professional business correspondence and reports.
- Model the Authority's and the Victorian Public Sector values and behaviours.
- Several years' experience in natural resource management, agriculture, environmental management or community development and a relevant diploma or degree qualification or substantial experience with a lower level qualification