



POSITION DESCRIPTION

PROJECT OFFICER, PEOPLE & CULTURE

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.

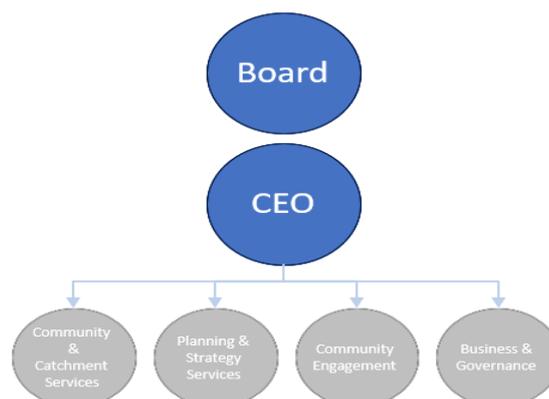
OUR VISION:

A healthy Corangamite catchment valued by engaged 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.



POSITION SPECIFICATION:

Position Title	Project Officer, People & Culture
Department	Business and Governance Services
Organisational relationships	<p>Reports to: General Manager Business and Governance Services</p> <p>Supervises: Nil</p> <p>Functional Responsibilities: Support for Human Resources, Staff Health, Safety & Wellbeing Performance and development</p>
Stakeholder relationships	<p>Internal: All Corangamite CMA employees.</p> <p>External: Interacts with other CMA's and authorities, DELWP, and individuals.</p> <p>The position interacts on a day to day basis and takes direction and guidance from Barwon Water's HR and OH&S business partners.</p>
Primary Objectives	<p>The position incumbent will:</p> <ul style="list-style-type: none"> • Contribute to the delivery of projects/programs and ensure the delivery of specific elements of projects/programs. • Contribute to the business and cultural development of the organisation • Build strong, effective relationships and partnerships internally and externally • Provide technical advice.
Position Capabilities	<p>The position incumbent will possess:-</p> <ul style="list-style-type: none"> • High level of interpersonal, engagement, communication and customer service awareness and capability. • Ability to contribute to building a positive, high performing organisation. • Initiative and ability to resolve minor problems. • Ability to build relationships, gain cooperation and to work as part of a team. • Flexibility, creativity, adaptability and resilience. • Experience in HR and OH&S program delivery. • Strong skills in the Microsoft office suite
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 6</p> <p>Part Time Permanent as per Contract of Employment – 22.8 hours per week with the requirement to work additional hours as required to meet organisational and operational requirements.</p> <p>Fixed term 2 years.</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>Manage expenditure, resources and time allocations within clear standards and procedures.</p> <p>Provide input into the development and implementation of projects or programs within the Business and Governance Services team.</p> <p>Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Business and Governance Services team.</p> <p>Provide reports as required to management on matters within the responsibility of the position.</p>
Operations and Project Management	<p>Coordinate the employee life cycle, including though not limited to, end to end recruitment processes, employee engagement surveys and data reporting, changes to employment conditions and departure processes.</p> <p>Maintain all HR and OH&S policies, procedures, forms, documents and templates.</p> <p>Coordinate the annual Professional Development Plan Program for all employees</p> <p>Support Training and Development activities across the organisation, including completion of training needs analysis, maintaining the CMA central training register and all training records, online training management, and monitoring license expiry and renewal.</p> <p>Administer and report on incident and injury reports, including maintaining the register.</p> <p>Manage Work Cover claims and co-ordinate RTW programs.</p> <p>Coordinate the CCMA Staff Wellbeing Program.</p> <p>General administrative duties to support the HR and OHS functions, including administrative and secretariat support for OHS Committee (agenda, minutes and actions).</p>
Communications and Engagement	<p>Attend and participate in meetings relevant to the position projects or programs, as required.</p> <p>Develop effective internal and external relationships.</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>Actively contribute to building and supporting a positive, high performing business culture. Participate and contribute to process innovations and continuous improvement.</p> <p>Contribute to a customer service focus amongst staff.</p> <p>Provide supervision, direction and training within the organisation as required.</p> <p>Model the Authority's and the Victorian Public Sector values and behaviours.</p>
Occupational Health and Safety	<p>Contribute to ensuring the safety and well-being of staff, volunteers, contractors and visitors/clients related to the Business and Governance Services team.</p> <p>Comply with all relevant safety and well-being legislation and regulations and the Corangamite CMA policies procedures and safe work practices.</p> <p>Perform all duties in a manner that ensures the health and safety of self and others in the workplace.</p> <p>Participate in OH&S consultation or investigation activities if required.</p>
Risk Management	<p>Identify, manage and, where appropriate, eliminate or mitigate risks.</p>

SKILLS, KNOWLEDGE AND EXPERIENCE:

Accountability and extent of authority

This position provides administration and guidance across CCMA to support human resources, staff health and wellbeing and performance, and development activities.

- Responsible for delivering operational administration of HR and OH&S services.
- Able to provide support and guidance on the application of established process and procedures, escalating to management as required

Interpersonal and Leadership Skills

This position contributes to the culture and performance of the organisation, possessing strong skills in the area of expertise, and represents the CCMA in the community and across all networks.

- High level interpersonal, engagement and communication skills with the ability to gain cooperation and assistance from clients, other staff, and manage routine stakeholder issues within projects or programs relevant to this position.
- Demonstrated ability to contribute to a positive, high performing culture and organisation.
- Demonstrated ability to model positive values and behaviours.

Specialist Knowledge & Skills

This position supports the business administration and effective functioning of the CCMA by providing a range of HR and OH&S services.

- Knowledge, skills or experience in Human Resources and Occupational Health and Safety Management.
- 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 apply.

Judgement & Decision Making Skills

This position is responsible for solving problems, using their experience to determine appropriate process or procedures, with advice available to support decision making as required.

- Ability to use experience and knowledge to select and apply the appropriate method or process to deliver position objectives
- Demonstrated ability to solve problems or conflicts
- Demonstrated ability to provide specialist technical advice and information to others

Management Skills

This position is responsible for the delivery of a project or program, or the delivery of elements of multiple projects or programs within clear boundaries as part of the Business and Governance Services team, and for contributing to the overall performance of the organisation.

- Project delivery skills and an ability to plan and prioritise work objectives to effectively achieve specific goals and objectives within available resources and set timeframes.
- Ability to manage expenditure within the responsibility of this position.
- Contribute to continuous improvement and innovative solutions to problems and new opportunities.
- Understanding of relevant legislation and regulations including that relating to OH&S, equal opportunity and anti-discrimination.

Other skills

- Strong 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 forms, templates, professional correspondence and reports.

Qualifications and Experience Band 6

- Experience in the administration and coordination of human resources and OHS processes and procedures, or a relevant certificate, diploma or degree.
- Current Victorian driver's licence.

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:

- Ability to contribute to building and supporting a positive high performing culture and business.
- High level interpersonal and communication skills with proven ability to positively engage and foster strong professional relationships with key stakeholders, members of the public and employees.
- Demonstrated ability to solve minor problems of a technical nature.
- Strong project delivery knowledge and skills and implementation capabilities Good written and oral communication skills including the ability to prepare professional business correspondence and reports.
- Ability to model the Authority's and the Victorian Public Sector values and behaviours.
- Experience in Human Resources and OH&S administration and management including a relevant certificate, diploma or degree