



POSITION DESCRIPTION

INFORMATION ANALYST, SENIOR PROJECT OFFICER

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.

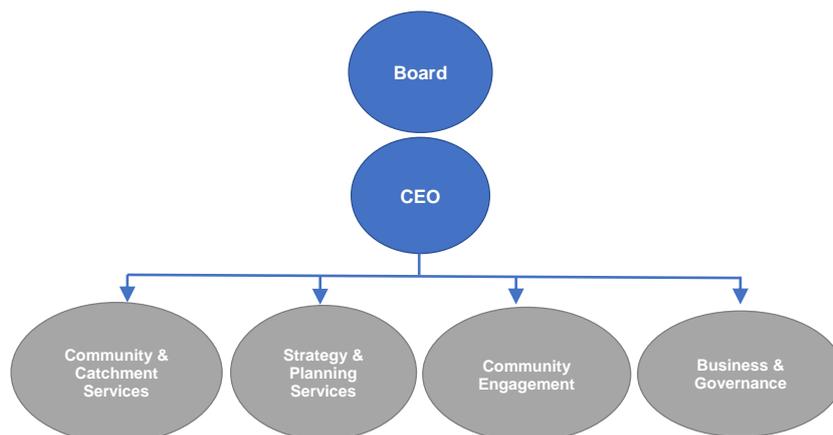
OUR VISION:

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, 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



POSITION SPECIFICATION:

Position Title	Information Analyst, Senior Project Officer
Department	Strategy & Planning Services
Organisational relationships	<p>Reports to: Manager, Strategy</p> <p>Supervises: Nil</p> <p>Functional Responsibilities: Geographic Information System (GIS)– maintenance, analysis, reporting and training Data Management – maintenance, analysis and data visualisation</p>
Stakeholder relationships	<p>Internal: All Corangamite CMA employees</p> <p>External: Other CMA's, DELWP, stakeholders and partners, suppliers, contractors.</p>
Primary Objectives	<p>The position incumbent will:</p> <ul style="list-style-type: none"> • Provide support and advice, relating to spatial data capture, analysis and display, to all teams and projects within the Corangamite CMA. • Play a leadership role in the business and cultural development of the organisation • Undertake data analysis to support project planning, delivery and evaluation activities • Maintain the organisation's knowledge, GIS and data systems • Lead the development of GIS and evaluation system reporting to improve decision making of the Corangamite CMA. • Build strong, effective relationships and partnerships both internally and externally • Provide specialist 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 successful partnerships and to work as part of a team. • Display creativity, flexibility, adaptability and resilience in the delivery of their role • Strategic thinking, political acumen and initiative. • Demonstrated experience in project/program planning and management including budget planning and management • Experience in spatial information processing, analysis, map production and data visualisation. • Knowledge and technical understanding of natural resource management issues, including experience in the monitoring, evaluation and reporting of environmental projects.
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>Ongoing – 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.</p> <p>Responsible for applying relevant policies and procedures of the organisation.</p> <p>Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Strategy and Planning team.</p> <p>Provide reports, analysis and high level advice to the CEO and the Senior 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>Provide specialist spatial and data analysis with data visualisation to inform NRM decision making within the CMA business and the broader community.</p> <p>Provide technical advice to project managers to ensure the adequate use and capture of spatial data during project delivery.</p> <p>Ensure efficient and effective business support and respond effectively to unplanned issues</p> <p>Oversee and ensure maintenance of the CMA's Geographic Information System, ensuring currency, accessibility and quality. Deliver training to staff and community partners of the CMA.</p> <p>Develop and maintain reports relating to asset management and output reporting.</p> <p>Oversee and ensure maintenance of the CMA's NRM knowledge management system, ensuring currency, accessibility and quality. Deliver training to staff and community partners of the CMA.</p>
Communications and Engagement	<p>Represent the Authority in meetings/forums/working parties with external stakeholders and other businesses as required.</p> <p>Develop strong internal and external partnerships.</p> <p>Provide input to and 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>Provide leadership and contribute to the high performance of the Strategy and Planning Group and the organisation as a whole.</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 Business and Governance 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 Business and Governance team.</p> <p>Perform all duties in a manner that ensures the health and safety of self and others in the workplace.</p> <p>Consult with employees on OH&S matters, monitor OH&S performance and investigate and address incidents within area of responsibility.</p>
Risk Management	Identify, manage and, where appropriate, eliminate or mitigate risks.

SKILLS, KNOWLEDGE AND EXPERIENCE:

Interpersonal and Leadership Skills

This high-level position contributes to the leadership of the organisation, that provides high level advice within areas of expertise, and represents the CMA in the community as well as 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.
- Ability to 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.
- Be able to work as part of diverse project teams

Specialist Knowledge & Skills

This position is responsible for ensuring that the CMA is supported with effective and efficient GIS, data and information.

- Comprehensive knowledge, skills and experience in GIS and data management systems.
- Proficient skills in data visualisation and ability to incorporate data and information from multiple sources
- Understanding of the goals and objectives of the 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 complex problem solving and resolving 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 Executive 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 to the executive management team.

Management Skills

This position is responsible for contributing to the effective and efficient management of projects and delivery of outcomes across the organisation requiring:

- 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.
- 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

- Excellent computer skills appropriate for a modern office environment.
- Excellent written and oral communication skills including the ability to prepare professional business correspondence and reports and present in multiple forums.

Qualifications and Experience

- Several years' experience in working in GIS technology services or with large complex datasets
- Tertiary qualifications in Spatial Science, Natural Resource Management, Data Analytics or related discipline.
- Current Victorian driver's licence.
- Current Victorian Working With Children Check or ability to get one.
- Willingness to provide a current National Criminal History 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 in a timely manner.
- Proven ability to deliver quality advice and documentation within defined timeframes
- Demonstrated initiative and problem solving skills in complex situations.
- High level written and verbal communication skills with proven ability to prepare professional business correspondence and reports as well as present to different forums.
- Demonstrated high level experience managing and analysing spatial information and other diverse information / data systems and visualisation of analysed information.
- Model the Authority's and the Victorian Public Sector values and behaviours.
- Several years' experience in natural resources or environmental management and relevant tertiary qualifications for the role.

Desirable:

- High level experience with ESRI products
- Ability to use Power BI