POSITION DESCRIPTION

SENIOR PROJECT OFFICER, MAJOR STRATEGY
PROJECTS
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, Major Strategy Projects

**Department:** Strategy and Planning

**Organisational relationships**

Reports to: Strategy & Planning Services General Manager

**Supervises:** Nil

**Functional Responsibilities:**
- Project management
- Partner engagement
- Community engagement
- Environmental Planning
- Contract management and performance
- Investment opportunities and reporting

**Stakeholder relationships**

**Internal:** All Corangamite CMA employees.

**External:** Other CMA’s and authorities, DELWP and Federal Government Departments, Local governments, consultants, NGOs, research institutions, community and Traditional Owners groups and individuals

**Primary Objectives**

The position incumbent will:
- Manage the design and delivery of the Barwon Rivers Parklands Strategy and performance objectives
- Manage the procurement of significant projects
- Coordinate consultants to ensure the delivery of the Barwon River through Geelong economic values project, engagement for the Regional Catchment Strategy and the Barwon Parklands Strategy
- Support the renewal of the Corangamite Regional Catchment Strategy (RCS) in line with the RCS Engagement Strategy
- Lead the planning and implementation of engagement events, forums and on-line processes.
- Support the capture and synthesis of information and data from engagement events
- Facilitate workshops and events to ascertain localised aspirations and priorities
- Contribute to the leadership within the business and cultural development of the organisation
- Establish strong, effective relationships and partnerships internally and externally
- Provide high level technical or policy advice regarding the Barwon Parklands Strategy and the Regional Catchment Strategy

**Position Capabilities**

The position incumbent will possess:
- Significant experience in project/program planning, contract management and reporting including budget planning, risk management and management
- Demonstrated experience in event coordination and facilitation outcomes
- Initiative and ability to capture, analyse and present information gathered through engagement processes.
- 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.
- Proven ability to run projects independently and to work as part of a team.
• Display creativity, flexibility, adaptability and resilience in their delivery of their role.
• Well-developed ability to provide strategic thinking, problem solving, political acumen and initiative.
• Sound technical knowledge of natural resource management and how it might contribute to broader social, cultural and economic outcomes
• Significant experience in working with communities in natural resource or environmental planning or management, 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
Band 8
Full time for 12 months
All CCMA positions can be flexible, part-time or job-shared

KEY OUTPUT AREAS:
The following outlines the Key Result Areas and core competencies relevant to this position.

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<th>Key Result Areas</th>
<th>Accountabilities and Responsibilities</th>
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| Corporate Governance and Financial Management | Responsible for effective financial management, including budget preparation, procurement and reporting of specific projects/programs.  
Ensure compliance with all investor and internal reporting and evaluation requirements at State and Federal levels.  
Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities  
Develop and provide reports, analysis and high level advice to the CEO and the Management Team on matters within the responsibility of the position.  
Support relevant Board committees and advisory groups. |
| Operations and Project Management | Responsible for co-ordinating the delivery of the Barwon Rivers Parklands Initiative, including contract management, promotion, seeking funding opportunities, liaison and engagement with delivery partners and reporting project performance  
Responsible for co-ordinating the delivery of the Barwon River through Geelong economic values project, including contract management, liaison and reporting project performance.  
Contribute to the delivery of other related projects by the two-way sharing of information, this also includes relevant input to the development of the Barwon Action Plan.  
Undertake the executive officer role to support the Initiative’s Strategic Advisory Committee and Working Group. This involves organisation of meeting agendas and papers as well as minutes.  
Responsible for organizing and facilitating events/processes to capture partner, stakeholder and community aspirations and priorities for landscape management across the various systems within the Corangamite Region.  
Support the growth and establishment of partnerships with external stakeholders.  
Maintain, review and update the evidence base to support the Initiative  
Provide high level technical or policy advice relating to planning and / or natural resource management relevant to the role.  
Contribute to identifying funding and investment opportunities and developing proposals in collaboration with partners for the initiative.  
Ensure efficient and effective project management and respond effectively to unplanned issues.  
Strong understanding of the application of risk management and risk mitigation for successful delivery of projects |
| Communications and Engagement     | Represent the CCMA in meetings/forums/working parties with external stakeholders as required, including Traditional Owners. |
High level written and verbal communication skills, including ability to write and present to different audiences
Maintain the communication and engagement plans relevant to the projects being undertaken as well as co-ordinate the implementation of these plans
Develop strong internal and external partnerships and have an ability to engage across different sectors
Support the delivery of the Authority’s plans and strategies relating to community engagement and participation, and diversity and inclusion.

**One Team and Leadership**
Contribute to the development and implementation of strategies and policies to ensure achievement of the CCMA’s targets and objectives.
Provide leadership and contribute to the high performance of the Strategy & Planning Group as well as CCMA.
Actively contribute as a leader to build and support a positive, high performing business culture.
Initiate and support process innovations and continuous improvement.
Promote and lead a customer service focus amongst staff.
Proven ability to work independently and apply technical knowledge and judgement but also be aware of when other guidance or advice maybe required in complex situations.
Provide leadership on a range of organisational programs to the CCMA’s, investors, staff and community.
Model CCMA’s and the Victorian Public Sector values and behaviours.

**Occupational Health and Safety**
Provide leadership in the safety and well-being of staff, volunteers, contractors and visitors/clients related to the Strategy & Planning team.
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 Strategy & Planning team.
Perform all duties in a manner that ensures the health and safety of self and others in the workplace.
Contribute to OH&S consultation, OH&S performance and participate in incident investigations as required.

**Risk Management**
Identify, manage and, where appropriate, eliminate or mitigate risks.

**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 CMA 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, contractors, members of the public, government departments, agencies, and staff.
- Ability to engage with Traditional Owner Groups in collaborative project design and delivery
- Proven 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.

**Specialist Knowledge & Skills**
This position plays a senior role in the Strategy & Planning Group to support the CMA’s role as the partner lead in the development and delivery of the Barwon Rivers Parklands Initiative and the renewal of the Regional Catchment Strategy, including contract management of multiple consultants.
- High level knowledge, skills and experience in working with communities and agencies in natural resource management
- Understanding and experience in the use of the IAP2 public participation spectrum
- Proven skills in procurement and management of consultancies
- Technical knowledge and skills in natural resource management and / or environmental planning
- Understanding of the goals and objectives of the Corangamite CMA and the ability to deliver on those.
- 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 General Manager, Executive Management Team, the Initiative’s Strategic Advisory Committee and Working Group and relevant sub-committees of the CMA Board. 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 executives.
- Proven ability to deliver key messages to various audiences.

Management Skills
This position is responsible for the effective and efficient management of resources and delivery of outcomes within the Strategy & Planning Group 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
- Proficient computer skills appropriate for a modern office environment and the tools and systems relevant to the position.
- Excellent written and oral communication skills including the ability to prepare professional business correspondence and reports.

Qualifications and Experience
- Degree or equivalent in environmental science or natural resource management
- Significant experience in working with diverse stakeholders in natural resource management and/or planning.
- Current Victorian driver’s licence.
- Current Victorian Working with Children Check or ability to get one.

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 display 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 diverse stakeholders, members of the public and employees.
- Demonstrated project design, delivery and management skills with the ability to effectively manage resources, contracts and provide specialist advice.
- Displays initiative and problem-solving skills in complex situations.
- Excellent written and verbal communication skills with proven ability to prepare professional business papers, reports as well as understand how to tailor documents and presentations to suit different audiences.
- Model the CCMA’s and the Victorian Public Sector values and behaviours.
- Significant experience in working with diverse stakeholders in natural resource management and/or environmental management.
- Relevant degree or other relevant qualifications and experience.