



# POSITION DESCRIPTION

PROJECT OFFICER, STRATEGY

## 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.

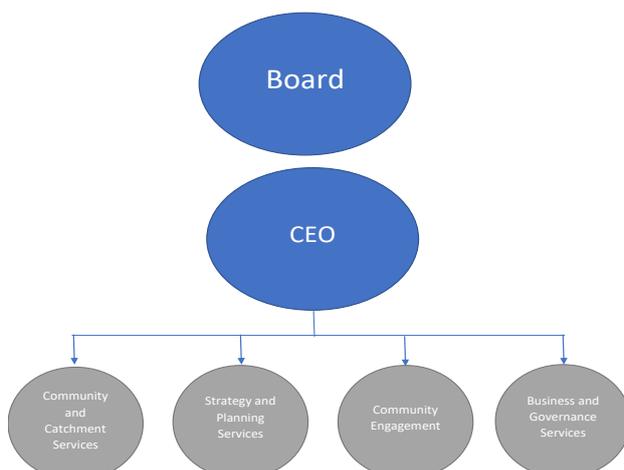
## OUR VISION:

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:

<b>Position Title</b>	Project Officer, Strategy
<b>Department</b>	Planning & Strategy
<b>Organisational relationships</b>	<p><b>Reports to:</b> Manager, Strategy and Manager</p> <p><b>Supervises:</b> Nil.</p> <p><b>Functional Responsibilities:</b> Strategy and planning Monitoring and evaluation Project management</p>
<b>Stakeholder relationships</b>	<p><b>Internal:</b> All Corangamite CMA employees.</p> <p><b>External:</b> Other CMA's and authorities, DELWP and Federal Government Departments, Local governments, NGOs, research institutions, community groups and individuals</p>
<b>Primary Objectives</b>	<p>The position incumbent will:</p> <ul style="list-style-type: none"> <li>• Ensure the delivery and management of their project/s, program/s and performance objectives</li> <li>• Contribute to the business and cultural development of the organisation</li> <li>• Maintain and build effective relationships and partnerships internally and externally</li> <li>• Provide technical or policy advice.</li> </ul>
<b>Position Capabilities</b>	<p>The position incumbent will possess:-</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal, engagement, communication and customer service awareness and capability.</li> <li>• Ability to contribute to building a positive, high performing organisation.</li> <li>• Initiative and problem-solving skills</li> <li>• Ability to build relationships and partnerships and to work as part of a team.</li> <li>• Creativity, flexibility, adaptability and resilience.</li> <li>• Experience in project/program delivery.</li> <li>• Experience in natural resource or environmental planning or management, or similar relevant experience.</li> </ul>
<b>Position Location</b>	The position will be based in the Corangamite CMA's Colac office or other locations within the Catchment to meet operational requirements.
<b>Salary / Tenure / Hours</b>	<p>Band 7</p> <p>Permanent Part Time 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>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
<b>Corporate Governance and Financial Management</b>	<p>Ensure effective management of budget expenditure, monitoring and procurement.</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 advice as required to management on matters within the responsibility of the position.</p>
<b>Operations and Project Management</b>	<p>Responsible for delivery of specific strategy, planning and evaluation projects/programs and services or elements thereof.</p> <p><b>Provide input into</b> the development and implementation of strategies, policies, projects or programs within the Strategy &amp; Planning team.</p> <p>Support existing partnerships with relevant stakeholders and research institutions.</p> <p>Provide technical or policy advice relating to strategies and plans and monitoring and evaluation to internal and external partners.</p> <p>Contribute to identifying funding and investment opportunities and developing proposals.</p> <p>Ensure efficient and effective project delivery and implementation and respond effectively to unplanned issues.</p>
<b>Communications and Engagement</b>	<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>
<b>One Team and Leadership</b>	<p>Provide input into to the development and implementation of strategies and policies to ensure achievement of the Authority's targets and objectives.</p> <p>Actively contribute to building and supporting a positive high performing business culture.</p> <p>Participate and contribute to process innovations and continuous improvement.</p> <p>Promote and 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>
<b>Occupational Health and Safety</b>	<p>Ensure the safety and well-being of staff, volunteers, contractors and visitors/clients related to the Strategy &amp; Planning 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>Contribute to OH&amp;S consultation, OH&amp;S performance and participate in incident investigations as required.</p>
<b>Risk Management</b>	<p>Identify, manage and, where appropriate, eliminate or mitigate risks.</p>

## SKILLS, KNOWLEDGE AND EXPERIENCE:

### Interpersonal and Leadership Skills

This position contributes to the culture of the organisation, possessing high level skills in the area 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 and staff, and manage complex stakeholder issues across projects or programs relevant to this position.
- Demonstrated ability to contribute to a positive, high performing culture and organisation.
- Demonstrated ability to self-manage and model positive values and behaviours.

### Specialist Knowledge & Skills

This position is a member of the Strategy & Planning which supports the CCMA and the region to develop effective natural resource and environmental management strategies and plans and ensures that the strategies and plans and the projects and programs are monitored and evaluated effectively.

- Knowledge, skills and experience in natural resource or environmental planning and evaluation.
- 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.

### Judgement & Decision Making Skills

This position is responsible for solving problems that may be of a complex or technical nature where some creativity or innovation is required. The position will be required to provide specialist technical advice and support to senior employees with guidance available before a decision is required.

- Demonstrated ability to solve problems of a complex or technical nature
- Demonstrated ability to provide clear and quality technical advice and information to senior employees.

### Management Skills

This position is responsible for delivering and implementing projects or programs within the Strategy and Planning team and for contributing to the overall performance of the organisation.

- Strong project delivery and implementation skills and a demonstrated ability to plan and prioritise work objectives to effectively achieve specific goals within available resources and set timeframes.
- Demonstrated ability to manage expenditure and procurement 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 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

- Experience an natural resource or environmental planning and evaluation and a relevant diploma or degree qualification or substantial relevant experience.
- 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 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.
- Strong project delivery knowledge and skills and implementation capabilities.
- Demonstrated ability to solve problems of a complex technical nature.
- Good written communication skills including the ability to prepare professional business correspondence and reports.
- Model the Authority's and the Victorian Public Sector values and behaviours.
- Experience in natural resource or environmental planning and evaluation and a relevant diploma or degree qualification or substantial relevant experience.