



POSITION DESCRIPTION

MANAGER, ENVIRONMENTAL PROGRAMS – OTWAYS,
SURF COAST AND BELLARINE

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.

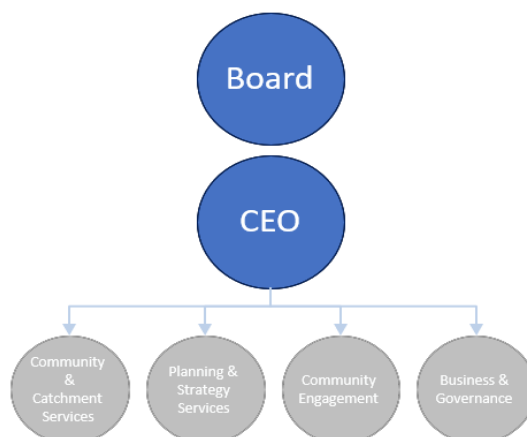
OUR VISION:

Healthy and productive lands and waters enjoyed and cared for and enjoyed 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.



POSITION SPECIFICATION:

Position Title	Manager, Environmental Programs – Otways, Surf Coast and Bellarine
Department	Community & Catchment Services
Organisational relationships	<p>Reports to: Community & Catchment Services General Manager</p> <p>Supervises: Project Officer – Election Commitments Business Support Officer Contract staff Other staff as needed for project delivery</p> <p>Functional Responsibilities: Delivery of the following Australian Government Election Commitment projects:</p> <ul style="list-style-type: none"> - \$6M Australian Government’s Wild Otways Initiative including overall program management and governance; stakeholder negotiations and management; delivery of Community Environment Grants Program; and management of the following contracted sub-projects: Integrated Monitoring Program; Pig and deer eradication; Fox and cat management in planned burn landscapes; Phytophthora Management; Rewilding threatened species; Small Mammal Research and Web portal. - \$1.5M Bellarine and Great Ocean Road Dunecare Program, including management of contracted Dunecare secondary school program; and Coastal Management Grants Program. <p>Contribute to future development of threatened species and biodiversity programs across the Otways, Surf Coast and Bellarine.</p>
Stakeholder relationships	<p>Internal: All Corangamite CMA employees, Board and other Committee members.</p> <p>External: Traditional Owner groups, Parks Victoria, DELWP, Australian Government Department of Agriculture Water and Environment, Coastal Committees of Management, 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 accountable for the delivery of the business and performance objectives in respect of the Election Commitment projects of the organisation • Lead, develop, motivate, and empower a cross-agency team, with staff from Corangamite CMA, DELWP and Parks Victoria • Play a leadership role in the business and cultural development of the organisation • Build strong, effective relationships and partnerships internally and externally • Provide expert technical or policy advice • Attract investment to improve the regional outcomes
Position Capabilities	<p>The position incumbent will possess:</p> <ul style="list-style-type: none"> • Exceptional interpersonal, engagement, communication and customer service awareness and capability. • Strong leadership and team skills including the ability to motivate, inspire, empower and enable others and to build a positive, high performing organisational culture. • Ability to build relationships and partnerships. • Flexibility, creativity, adaptability and resilience. • Critical and strategic thinking, political acumen and initiative. • High level business, budget and project management. • Significant experience in natural resource management, environmental management, agriculture or similar relevant experience.

Position Location	The position will be based in Geelogg or Colac, or other locations within the Catchment to meet operational requirements, with flexible working options.
Salary / Tenure / Hours	Band 9 \$105,633 - \$119,817 p.a. (depending on qualifications and experience) plus superannuation Full Time, fixed term to 30 June 2023, as per Contract of Employment – 38 hours per week 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.

Key Result Areas	Accountabilities and Responsibilities
Corporate Governance and Financial Management	<p>Accountable for effective financial management, including budget preparation, procurement and reporting, of the Election Commitment projects.</p> <p>Accountable for compliance with all investor and internal reporting and evaluation requirements at State and Federal levels for the Election Commitment projects of the CMA.</p> <p>Accountable for compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Election Commitment projects.</p> <p>Provide reports, analysis and high-level advice to the CEO, Executive Management Team and the board on matters within the responsibility of the position.</p> <p>Support relevant Board committees and advisory groups.</p>
Operations and Project Management	<p>Accountable for integrated delivery of the Election Commitment projects to address Outcomes 2 and 4 in the National Landcare Program Regional Land Partnerships Program Logic.</p> <p>Lead the development and implementation of strategies, policies, projects and programs.</p> <p>Lead the establishment and growth of partnerships with relevant environment agencies and groups and research institutions.</p> <p>Provide technical or policy advice relating to natural resource management to internal and external partners.</p> <p>Identify funding and investment opportunities and develop proposals.</p> <p>Ensure efficient and effective project design, delivery and 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> <p>Contract and manage development of a WOI Web Portal, in liaison with the Communications and Community Engagement Team.</p>
One Team and Leadership	<p>As a member of the Management Team, contribute to the development and implementation of strategies and policies to ensure achievement of the Authority's targets and objectives.</p> <p>Provide strategic leadership and high-quality staff management of the Election Commitment projects to ensure high performance, including a cross-agency Project Team.</p> <p>Provide leadership to build and support a positive, high performing business culture.</p> <p>Initiate strategic and 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 functions and programs to the Authority, investors, staff and community.</p>

Model the Authority's and the Victorian Public Sector values and behaviours.

Occupational Health and Safety

Accountable for the safety and well-being of staff, volunteers, contractors and visitors/clients related to the Election Commitment projects.

Accountable for compliance with all relevant safety and well-being legislation and regulations and the Corangamite CMA policies, procedures and safe work practices.

Perform all duties in a manner that ensures the health and safety of self and others in the workplace.

Consult with employees on OH&S matters, monitor OH&S performance and investigate and address incidents within area of responsibility.

Risk Management

Identify, manage and, where appropriate, eliminate or mitigate risks.

SKILLS, KNOWLEDGE AND EXPERIENCE:

Interpersonal and Leadership Skills

This is a senior level position that contributes to the leadership of the organisation, leads and motivates a team of tertiary qualified or specialist employees, and represents the CCMA in the community and across all networks.

- Exceptional level of interpersonal and communication skills with the ability to engage, motivate and negotiate with clients, members of the public, government departments, agencies, and staff, and manage complex stakeholder issues across projects and programs.
- Ability to create and lead a high performing team, including coaching and developing staff and managing performance
- Demonstrated ability to contribute to a positive, high performing culture and organisation.
- Ability to contribute effectively to a senior management team.
- High levels of self-awareness and demonstrated ability to self-manage and model positive values and behaviours.

Specialist Knowledge & Skills

This position leads the Election Commitment projects and 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, environmental management or community development.
- 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 Chief Executive Officer and Executive Management Team. It has a high level of autonomy in decision making and sound judgement and political acumen is required.

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

Management Skills

This position is responsible for the effective and efficient management of resources and delivery of outcomes in respect of the Election Commitment projects 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 own and others' work objectives to achieve corporate goals within available resources and competing timeframes.
- Demonstrated ability to prepare budgets and monitor and manage financial performance.
- Ability to attract funding and investment.
- 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.
- High level written and oral communication skills including the ability to prepare professional business correspondence and reports.

Qualifications and Experience

- Significant experience in working with communities in natural resource management, agriculture, environmental management or community development and a relevant post-graduate qualification or extensive 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

KEY SELECTION CRITERIA:

- High level people management skills and capability to lead, develop, motivate and empower teams and create a positive high performing culture
- Excellent interpersonal and verbal communication skills with proven ability to positively engage and foster strong professional relationships with key stakeholders, members of the public and employees
- Proven managerial leadership with the ability to develop and deliver high quality projects and programs
- Ability to apply strategic thinking and political acumen in decision-making and resolving complex problems
- High level written communication skills with proven ability to prepare external correspondence and professional business reports
- Significant experience in working with communities in natural resource management, agriculture, environmental management or community development and a relevant post-graduate qualification or extensive experience with a lower level qualification.
- Model the Authority's and the Victorian Public Sector values and behaviours

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

Date: _____ Date: _____