



POSITION DESCRIPTION

REGIONAL LANDCARE COORDINATOR

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.

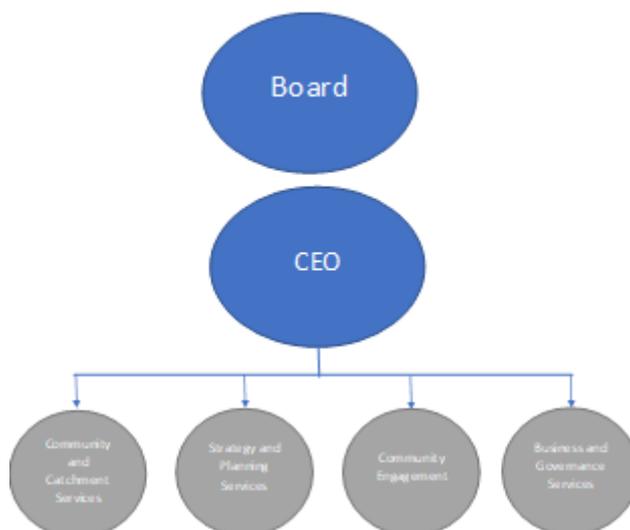
OUR VISION:

Healthy and productive lands and waters enjoyed and cared for 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	Regional Landcare Coordinator
Department	Community & Catchment Services
Organisational relationships	Reports to: Manager – Regional Landcare and Volunteers Supervises: NA Functional Responsibilities: Landcare and other community groups Natural Resource management
Stakeholder relationships	Internal: All Corangamite CMA employees, Board and other Committee members. External: Other CMAs and authorities, DELWP and Federal Government Departments, Local governments, NGOs, research institutions, community groups and individuals.
Primary Objectives	The position incumbent will: Support Landcare and environmental volunteering in the region to enable communities to take action for a healthy environment by: <ul style="list-style-type: none">• Delivering the Regional Landcare Coordination contractual agreement with DELWP.• Assisting local Landcare facilitators and their groups and networks through the coordination of meetings, communications, capacity building and training opportunities• Delivering the Victorian Landcare Grants in the region• Building strong, effective relationships and partnerships internally and externally• Providing expert technical or policy advice• Attracting investment and engagement to improve the regional outcomes
Position Capabilities	The position incumbent will possess:- <ul style="list-style-type: none">• Exceptional interpersonal, engagement, communication and customer service skills and capability.• Ability to build relationships and partnerships.• Flexibility, creativity, adaptability and resilience.• High level business, budget and project management.• Significant experience in working with communities in community development, community engagement, management of volunteers, natural resource management, environmental management, agriculture 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 Fixed term until 30 June 2024 Part Time – 0.8FTE / 60.8 hours per week with the requirement to work additional hours as required to meet organisational and operational requirements. 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 projects.</p> <p>Accountable for compliance with all investor and internal reporting and evaluation requirements at State and Federal levels for projects.</p> <p>Accountable for compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to 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>Lead the delivery of the Landcare Support Plan and Annual Action Plan.</p> <p>Lead the delivery of the regional Victorian Landcare Grants.</p> <p>Support the development and implementation of strategies, policies, projects and programs within the Regional Landcare & Volunteer Team</p> <p>Support the establishment and growth of partnerships with volunteer organisations and groups and research institutions.</p> <p>Provide technical or policy advice relating to sustainable agriculture, natural resource management, environmental management and volunteer engagement 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 and communications.</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>Contribute to the development and implementation of strategies and policies to ensure achievement of the Authority's targets and objectives.</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> <p>Model the Authority's and the Victorian Public Sector values and behaviours.</p>
Occupational Health and Safety	<p>Compliance with procedures to ensure the safety and wellbeing of volunteers, contractors and visitors/clients related to Landcare coordination.</p> <p>Compliance 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>Monitor OH&S issues and report and address incidents within area of responsibility.</p>
Risk Management	<p>Identify, manage and, where appropriate, eliminate or mitigate risks.</p>

SKILLS, KNOWLEDGE AND EXPERIENCE:

Interpersonal and Leadership Skills

This position provides a high level of technical and specialist knowledge 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.
- 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 leads the delivery of the Corangamite Landcare Support Plan. It supports Landcare and other community groups to deliver improved sustainable natural resource management and environmental management.

- High level knowledge, skills and experience in working with communities in community development, community engagement, management of volunteers, natural resource management, environmental management or agriculture.
- 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

- 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.

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 community development, community engagement, management of volunteers, natural resource management, environmental management and agriculture 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:

Essential:

- Significant experience building relationships/partnerships with communities in community development, community engagement and /or management of volunteers settings.
- Excellent interpersonal and communication skills with proven ability to positively engage and foster strong professional relationships with key stakeholders.
- Demonstrated effective influencing and negotiation skills to resolve complex problems.
- High level written communication skills with proven ability to prepare external correspondence and professional business reports
- Experience delivering on ground projects that support natural resource management, biodiversity, agriculture projects or similar or demonstrated technical knowledge.
- Qualification in NRM or related field.
- Ability to model the Authority's and the Victorian Public Sector values and behaviours.

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

Date: _____ Date: _____