



POSITION DESCRIPTION

PROJECT OFFICER, BIODIVERSITY

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.

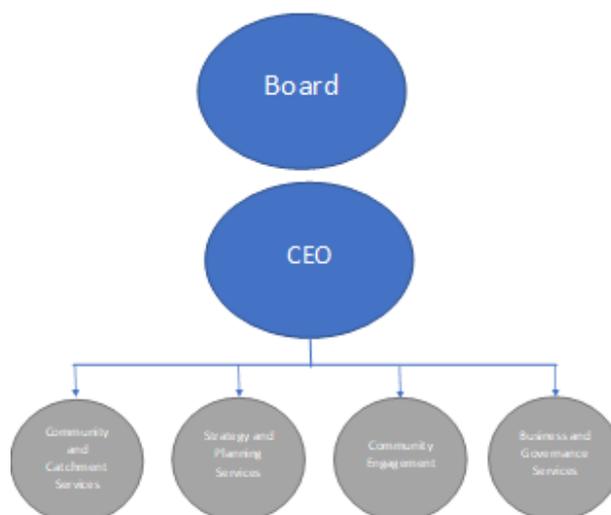
OUR VISION:

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.



POSITION SPECIFICATION:

Position Title	Project Officer, Biodiversity
Department	Community & Catchment Services
Organisational relationships	<p>Reports to: Senior Project Officer</p> <p>Supervises: Nil</p> <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> - Provide project and field support for the planning and delivery of all projects within the Biodiversity and Cultural Heritage Team - Provide administration support to the Biodiversity and Cultural Heritage Team for the management and coordination of field work and data analysis. - Provide project and field support for the planning and delivery of other projects within Community and Catchment Services, as required. - Contribute to extension activities through engagement with landholders and community members.
Stakeholder relationships	<p>Internal: All Corangamite CMA employees.</p> <p>External: Interacts with Traditional Owners, other agencies and authorities, DELWP, Local governments, NGOs, research institutions, community groups and individuals.</p>
Primary Objectives	<p>The position incumbent will:</p> <ul style="list-style-type: none"> • Provide administrative, project and field support for the planning and delivery of projects within in the Biodiversity and Cultural Heritage Team. • Contribute to the delivery of projects/programs and ensure the delivery of specific elements of projects/programs. • Contribute to the business and cultural development of the organisation • Maintain and build relationships internally and externally. • Provide technical advice.
Position Capabilities	<p>The position incumbent will possess:</p> <ul style="list-style-type: none"> • Prior experience in vegetation condition assessments, flora and fauna monitoring and identification. • High level interpersonal, engagement, communication and customer service awareness and capability. • Ability to contribute to building a positive, high performing organisation. • Initiative and ability to resolve minor problems. • Ability to build relationships, gain cooperation and to work as part of a team. • Experience in project or program delivery. • Experience or knowledge in ecology, conservation, natural resource management, environmental management or similar related field.
Position Location	The position will be based in the Corangamite CMA's Colac/Geelong office or other locations within the Catchment to meet operational requirements.
Salary / Tenure / Hours	<p>Band 6</p> <p>Full Time Permanent as per Contract of Employment – 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>Manage expenditure, resources and time allocations within clear standards and procedures.</p> <p>Comply with relevant legislation, regulatory and statutory obligations and responsibilities related to the Biodiversity and Cultural Heritage team.</p>
Operations and Project Management	<p>Contribute to the delivery of specific biodiversity projects/programs and services or elements thereof across the catchment.</p> <p>Provide project support for the Threatened Ecological Communities, Threatened Species, Ramsar and other biodiversity projects.</p> <p>Contribute to efficient and effective project or program delivery and respond effectively to unplanned issues.</p>
Communications and Engagement	<p>Attend and participate in meetings relevant to the position's projects or programs, as required.</p> <p>Develop effective internal and external relationships.</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>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>Contribute to a customer service focus amongst staff.</p> <p>Model the Authority's and the Victorian Public Sector values and behaviours.</p>
Occupational Health and Safety	<p>Contribute to ensuring the safety and well-being of staff, volunteers, contractors and visitors/clients related to the Biodiversity and Cultural Heritage 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>Participate in OH&S consultation or investigation activities if required.</p>
Risk Management	<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 and performance of the organisation, possessing skills in the area of expertise, and represents the CCMA in the community and across all networks.

- High level interpersonal, engagement and communication skills with the ability to gain cooperation and assistance from clients, members of the public, other staff, and manage routine stakeholder issues within projects or programs relevant to this position.
- Demonstrated ability to contribute to a positive, high performing culture and organisation
- Demonstrated ability to model positive values and behaviours.

Specialist Knowledge & Skills

This position is a member of the Water Infrastructure team which supports land managers and communities to deliver improved sustainable natural resource management, environmental management, and parkland and events.

- Knowledge, skills or experience in ecology, conservation, natural resource management or environmental management.
- Understanding of the goals and objectives of Corangamite CMA and the ability to deliver on these.
- Understanding of relevant legislation, standards and policies with the ability to apply.

Judgement & Decision Making Skills

This position is responsible for solving minor problems where some creativity is required. The position will be required to provide support to senior employees with guidance available before a decision is required.

- Demonstrated ability to solve minor problems of a technical nature.
- Demonstrated ability to provide specialist technical advice and information to other employees.

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 with attention to detail.

Qualifications and Experience

- A relevant degree or level of 3-5 years' experience in ecology, conservation, natural resource management or environmental management.
- Current Victorian driver's licence.

KEY SELECTION CRITERIA:

Essential:

- Experience in ecology, conservation, natural resource management or environmental management and a relevant degree.
- Ability to contribute to building and supporting a positive high performing culture.
- 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.
- Demonstrated ability to solve minor problems using your knowledge of NRM.
- Strong project delivery knowledge and skills and implementation capabilities.
- Good written and oral communication skills including the ability to prepare professional business correspondence and reports with attention to detail.
- Ability to model the Authority's and the Victorian Public Sector values and behaviours.

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: _____