



POSITION DESCRIPTION  
SENIOR STATUTORY FLOODPLAINS AND WATERWAYS PLANNER

## 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.

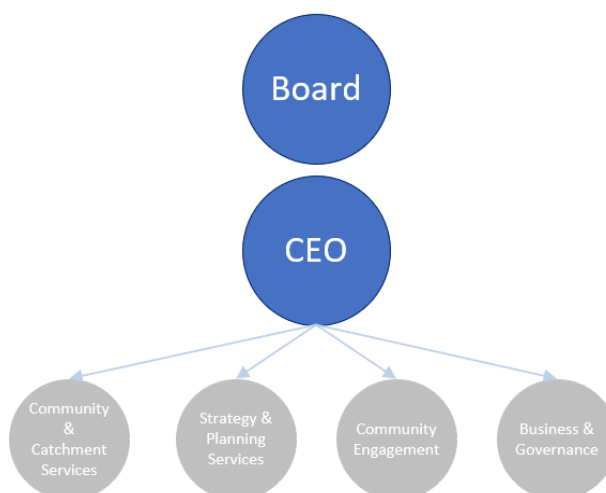
## OUR VISION:

*Healthy and productive lands and waters cared for 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:

<b>Position Title</b>	Senior Statutory Floodplains and Waterways Planner
<b>Department</b>	Strategy and Planning Services
<b>Organisational relationships</b>	<p><b>Reports to:</b> Manager, Floodplains</p> <p><b>Supervises:</b> Nil</p> <p><b>Functional Responsibilities:</b> Statutory floodplain functions Statutory works on waterways functions Flood advice, investigations and planning Point of contact for Project Officer Floodplains, Statutory Floodplains and Waterways Officer and Business Support Officer</p>
<b>Stakeholder relationships</b>	<p><b>Internal:</b> All Corangamite CMA employees.</p> <p><b>External:</b> Other CMA's and authorities, DELWP, 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 implementation of their performance objectives.</li> <li>• Provide high level technical and policy advice.</li> <li>• Provide support to the Manager, Floodplains on strategic and operational activities</li> <li>• Be the “go to” / contact person for the team to provide technical advice relating to floodplain and waterways applications prior to Manager Floodplains sign off.</li> <li>• Sign off on low and medium risk applications for flood advice, works on waterways and planning referrals</li> <li>• Respond to and providing high quality and succinct responses to statutory flood advice requests and planning applications.</li> <li>• Provide support and participate in a range of projects within the Floodplain team.</li> <li>• Contribute to the business and cultural development of the organisation</li> <li>• Build strong, effective relationships internally and externally.</li> </ul>
<b>Position Capabilities</b>	<p>The position incumbent will possess:</p> <ul style="list-style-type: none"> <li>• Significant experience in natural resources or environmental management or planning preferably with an emphasis on waterways and floodplains, statutory planning, or similar relevant experience.</li> <li>• A sound understanding of legislation relevant to the role (Water Act 1989, Planning and Environment Act 1987, Catchment and Land Planning Act 1994, Building Regulations Ac 2018t, Subdivisions Act 1988)</li> <li>• Experience in the use of GIS software and be able to interrogate GIS layers to assist in the preparation of referral and flood advance responses.</li> <li>• Initiative and problem-solving skills.</li> <li>• Strong personal leadership and the ability to contribute to building a positive, high performing team and organisation.</li> <li>• Excellent interpersonal, engagement, communication and customer service awareness and capability.</li> </ul>
<b>Position Location</b>	The position will be based in the Corangamite CMA's Geelong or Colac office or other locations (including online) within the Catchment to meet operational requirements.
<b>Salary / Tenure / Hours</b>	<p>Band 8</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>

CCMA positions can be flexible and may be considered for part-time or job-shared where possible.

## 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>Responsible for effective financial management, including budget preparation, procurement and reporting of the Floodplains team on specific projects/programs.</p> <p>Ensure compliance with all investor and internal reporting and evaluation requirements at State and Federal levels.</p> <p>Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Floodplains team.</p> <p>Assist or lead in preparation of internal and external reports, analysis and advice as required to management on matters within the responsibility of the position.</p>
<b>Operations and Project Management</b>	<p>Co-ordinate and respond to statutory referral under the Planning and Environment Act 1987.</p> <p>Co-ordinate and respond to statutory referral under the Water Act 1989</p> <p>Responsible for specific activities within the statutory and advisory functions related to floodplains, works on waterways and other related areas.</p> <p>Contribute to the development and implementation of strategies, policies, projects or programs within the Floodplains team, including implementation of relevant actions within the Regional Floodplain Management Strategy</p> <p>Provide high level technical or policy advice relating to floodplains and works on waterways and other related areas to internal and external partners.</p> <p>Contribute to identifying funding and investment opportunities and developing proposals.</p> <p>Ensure efficient and effective project design, delivery and management and respond effectively to unplanned issues</p> <p>Respond to and providing high quality and succinct responses to statutory flood advice requests and planning applications.</p>
<b>Communications and Engagement</b>	<p>When required, represent the Authority in meetings/forums/working parties relevant to the position 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>
<b>One Team and Leadership</b>	<p>Initiate and support process innovations and continuous improvement.</p> <p>Provide leadership and contribute to the high performance of the Floodplains Team.</p> <p>Provide input into the development and implementation of strategies and policies to ensure achievement of the Authority's targets and objectives.</p> <p>Provide advice and reports to management, Board and other functional areas of the Authority.</p> <p>Use personal leadership to actively contribute to building and supporting a positive, high performing business culture.</p> <p>Promote and contribute to a customer service focus amongst staff.</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 Floodplains 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>

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.

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**Risk Management**

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

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## SKILLS, KNOWLEDGE AND EXPERIENCE:

### Interpersonal and Leadership Skills

This is a high level position that contributes to the leadership, culture and performance 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, 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.
- Demonstrated ability to model positive values and behaviours.

### Specialist Knowledge & Skills

This position plays a senior role in the Floodplains team which provides statutory services including floodplains advice to local governments for land use decisions and permits for works on waterways and provides other related advice and services and regional planning to support sustainable development and management of waterways and floodplains.

- High level of knowledge, skills and experience in natural resource or environmental management or planning preferably with an emphasis on waterways and floodplains.
- Experience in responding to flood advice requests, planning referral applications and works on waterways applications.
- A sound understanding of relevant legislation as it relates to this role.
- 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 interpret and implement.

### Judgement & Decision Making Skills

This position is responsible for dealing with complexity, conflict and issues that have an impacts on the organisations program and projects. The position will be required to provide high level advice to the Chief Executive Officer and Senior Management Team. It has a high level of autonomy in decision making and sound judgement and political acumen 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 make complex decisions within legislation regulations, government and organisation strategies and procedures. Also to demonstrate the 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 the effective and efficient management of projects and delivery of outcomes within the Floodplains team 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

- Computer skills appropriate for a modern office environment and the tools and systems relevant to the position.
- Competent in the use of GIS platforms (specifically QGIS) and the Flood Zoom Platform.
- Excellent written and oral communication skills.

### Qualifications and Experience

- Significant experience in natural resources or environmental management or planning preferably with an emphasis on waterways and floodplains and a relevant diploma or degree qualification or substantial relevant experience.
- Current Victorian driver's licence.

## 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:

The position incumbent will possess:

- Significant experience in natural resources or environmental management or planning preferably with an emphasis on waterways and floodplains, statutory planning, or similar relevant experience.
- Experience in providing high quality and succinct responses to statutory flood advice requests and planning applications.
- A sound understanding of legislation relevant to the role (Water Act 1989, Planning and Environment Act 1987, Catchment and Land Planning Act 1994, Building Regulations Ac 2018t, Subdivisions Act 1988)
- Experience in the use of GIS software and be able to interrogate GIS layers to assist in the preparation of referral and flood advance responses.
- Demonstrated initiative and problem-solving skills in complex situations.
- Strong personal leadership and the ability to contribute to building a positive, high performing team and organisation.
- Excellent interpersonal, engagement, communication and customer service awareness and capability.
- 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: \_\_\_\_\_