

POSITION DESCRIPTION

Position Title	Project Officer, Floodplains		
Department	Strategy and Planning Services		
Position Reports To	Manager, Floodplains		
Direct Reports	Nil	Indirect Reports	Nil
Employment Type	Ongoing	FTE	1.0
Classification	CCMA Enterprise Agreement Band 7		
Location	The position will be based in the Corangamite CMA's Geelong or Colac offices or other locations within the Catchment to meet operational requirements. A combination of office and remote working is available.		

About Corangamite Catchment Management Authority

The Corangamite Catchment Management Authority (CCMA) was established in 1997 by the Victorian Government 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.

The Corangamite 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 purpose is to be the regional leader working with land managers, communities, other organisations and governments to protect and improve the health of the region's natural resources (water, soils, biodiversity) to improve the health and sustainable productivity of the Corangamite region.

Our Mission: Healthy and productive lands and water cared for and enjoyed by thriving communities.

Our Values & Approach: 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, Responsiveness, Impartiality, Respect and Human Rights.

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Position Purpose

The purpose of the Project Officer, Floodplains is to support the Corangamite CMA in achieving its statutory obligations by:

- Managing and investigating floodplain information.
- Providing flood level advice to the community.
- Managing and controlling land use and development on floodplains to minimise flood risk to life, public and private assets.
- Managing and controlling land use, development and works within and adjacent to waterways.
- Providing support to emergency management during a flood event.

Key Responsibilities and duties

Operations and Project Management

- Investigate and develop responses for floodplain referral responses and Works on Waterways permits in accordance with Corangamite CMA's statutory obligations.
- Assist in supporting compliance and investigation action(s) as required, in accordance with the powers awarded to Corangamite CMA under the Water Act 1989.
- Consult, liaise, and negotiate with various external and internal stakeholders in relation to waterways and floodplain management issues. Relevant stakeholders including rural and urban water authorities, Parks Victoria, local government, DEECA, cultural heritage, native title groups, Corangamite CMA staff, developers, consultants, and members of the public.
- Undertake site visits and meetings to assess enquiries and/or applications for permits, monitor works in progress and follow up on reports of inappropriate or unauthorised works.
- Assist in developing and implementing guidelines and procedures which ensure that enquiries/permits and referrals are managed in a consistent manner and to a high-quality standard.
- Assist with the project management of statutory functions/floodplain projects and related components including:
 - Project planning and implementation
 - Agreements and contracts management with consultants and contractors
 - Budget requirements
 - Reporting requirements
 - Community consultation
- Assist in identifying priorities for, overseeing implementation of, and reporting on system-specific statutory functions actions including knowledge management, flood response planning and works on waterway standards.
- Support and facilitate the implementation of regional land use planning measures to reduce the future growth of flood risk and flood damage, providing input to planning schemes, responding to planning referrals, providing flood advice and helping to resolve planning issues.

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- Assist, when required, in providing support to Corangamite CMAs flood response and recovery efforts.
- Assist in the development of funding proposals.
- Promote and lead a customer service focus amongst staff.
- Provide advice and reports to management, Board and other functional areas of the Authority.
- Initiate and support process innovations and continuous improvement.

Technical advice/support

- Provide technical or policy advice relating to floodplains and works on waterways and other related areas to internal and external partners.
- Provide specialist technical advice and support to senior employees with guidance available before a decision is required.

Communication and Engagement

- Represent the Authority in meetings/forums/working parties relevant to the position projects or programs, as required.
- Develop effective internal and external relationships.
- Support the delivery of the Authority's plans and strategies relating to community engagement and participation, and diversity and inclusion.

Leadership and management

- Contribute to the development and implementation of strategies and policies to ensure achievement of the Authority's targets and objectives.
- Use personal leadership to build and support a positive, high performing business culture.
- Model the Authority's and the Victorian Public Sector values and behaviours.

OHS

- Take reasonable care for your own health and safety, health and safety of others and promote a positive safety culture by contributing to health and safety consultation, communication and incident investigations.
- Comply 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.

Administration

- Actively participate in supervision processes, staff meetings, team planning, professional development, staff training and the Performance Development Planning (PDP) process.
- Comply with CCMA policies, procedures and legislation and standards relevant to role.
- Undertake other duties as directed.

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Relationships

Internal

- CCMA Board and Staff

External

- Other CMA's and authorities, DEECA, Local governments, NGOs, landowners.

Key Selection Criteria

Essential:

Experience Qualifications, skills, and capabilities required to be successful in this role.

- An appropriate tertiary qualification in one of the following: civil or environmental engineering, town planning, environmental or earth science, natural resource management or a related discipline.
- A good understanding of floodplain management principles and how they apply to water, town and regional planning issues, with knowledge of the environmental, social and economic issues affecting the Corangamite CMA region, particularly in relation to waterways and floodplain management.
- Excellent time management skills with the ability to assess and set priorities and meet strict statutory timeframes.
- 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.
- An ability to work effectively in a small, multi-disciplinary team that responds to various demands and manages multiple activities simultaneously.
- Demonstrated ability to solve problems of a complex technical nature.
- Proven ability to contribute to building and supporting a positive high performing culture and business.
- Model the Authority's and the Victorian Public Sector values and behaviours.

Desirable

- Experience using GIS software such as QGIS and ArcGIS, and hydrologic and hydraulic modelling software such as TUFLOW and RORB would be an advantage.

Additional Organisation Information

Diversity and Inclusion

The CCMA is an equal employment opportunity employer and we encourage people from a diverse range of backgrounds to apply. 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

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services to Victorian communities. If you require assistance or adjustments to fully participate in the application or interview process, please contact Human Resources.

Flexibility

The CCMA supports flexible work arrangements for employees to better balance their work and personal lives. Flexitime, purchased leave, varied start and finish times, a combination of office and remote working as well as part-time options can be discussed.

Child Safety

The CCMA is a child safe organisation and we are committed to ensuring the safety and wellbeing of children. All employees are required to work in accordance with the Child Safe Standards and CCMA policies and procedures.

COVID-19 Vaccination

Employment is conditional upon being compliant with the CCMA COVID-19 Vaccination Policy.

Acknowledgement

I have read, understood and accepted the position description.

Signature: _____

Name: _____

Date: _____

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