

POSITION DESCRIPTION

| | | | |
|----------------------------|--|-------------------------|--------|
| Position Title | Strategy and Partnerships Manager | | |
| Department | Strategy and Planning Services | | |
| Position Reports To | General Manager Strategy and Planning Services | | |
| Direct Reports | 6 | Indirect Reports | 2 |
| Employment Type | Permanent | FTE | 0.8- 1 |
| Classification | CCMA Enterprise Agreement Band 9 | | |
| Location | A combination of office (Colac) 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 significant Aboriginal cultural values, 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 and ecological communities.

Our purpose is to work with community, Traditional Owners and other partners in decision-making and on-ground action that improves the health and sustainable productivity of catchments and waterways in the Corangamite region. **Our Vision:** 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.

Position Purpose

*healthy and productive lands and waters
cared for by thriving communities*



1800 002 262

info@ccma.vic.gov.au
ccma.vic.gov.au

PO Box 159
64 Dennis Street
Colac, Victoria 3250

ABN: 60 355 974 029

This position is responsible for leading Corangamite CMA's strategy and partnerships team supporting the delivery of the following functions and services,

- Strategy development, implementation, monitoring, and reporting, including the Corangamite Regional Catchment Strategy, Regional Waterway Strategy and other relevant strategies.
- Developing and maintaining effective strategic partnerships including the Corangamite Catchment Partnership and the Corangamite Community Engagement Network.
- Coordination of major projects including the Flagship Waterway Projects and Kitjarra-dja Bul-Bullarto Langi-ut
- GIS and information services
- Communications, engagement, and media.

Accountabilities

Corporate governance and financial management

- Accountable for effective financial management, including budget preparation, monitoring and review, procurement (within delegation) and reporting for the strategy and partnership team.
- Accountable for compliance with all investor and internal reporting and evaluation requirements.
- Accountable for compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to strategy and partnership team functions and services
- Provide quarterly and ad-hoc as required reports, analysis and high-level advice to the CEO, and the Senior Management Team and the board on matters within the responsibility of the position.
- Support relevant Board committees and advisory groups.

Operations and Project Management

- Responsible for the integrated delivery of specific projects/programs and services across the catchment.
- Lead the development, implementation, monitoring and reporting of strategies, policies, projects and programs.
- Lead the establishment and growth of partnerships
- Provide high level technical or policy advice relating to natural resource management to internal and external partners.
- Identify funding and investment opportunities and develop proposals.
- Ensure efficient and effective project design, delivery and management and respond effectively to unplanned issues.

Communication and Engagement

*healthy and productive lands and waters
cared for by thriving communities*



- Work with the internal communications team to lead the delivery of high quality project communications and facilitate promotional opportunities in partnership with external stakeholders and delivery partners.
- Represent the CCMA in meetings/forums/working parties with external stakeholders as required.
- Develop effective internal and external partnerships.
- Support the delivery of the CCMA's plans and strategies relating to community engagement and participation, and diversity and inclusion.

Leadership and management

- As a member of the Management Team contribute to the development and implementation of strategies and policies to ensure achievement of the CCMA's targets and objectives.
- Provide strategic leadership and high quality people management to ensure a positive, high performing and inclusive culture.
- Initiate and support process innovations and continuous improvement.
- Promote and lead a customer service focus .
- Provide leadership on a range of organisational programs for the CCMA, investors, staff and community.
- Model the CCMA's and the Victorian Public Sector values and behaviours.

Health, Safety, Wellbeing and Risk Management

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

Administration

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

Relationships

*healthy and productive lands and waters
cared for by thriving communities*



Internal - CCMA Board and Staff

External - Other CMA's and authorities, DEECA and Federal Government Departments, Local Government, Traditional Owner Corporations, NGO's, research institutions, community groups and individuals

Performance Level – Band 9

| | |
|---|--|
| Accountability and extent of authority | Manage resources or coordinate specialist units and/or participate in the development and formulation of strategic policy directions. Decisions and actions taken may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation. Freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given may have a substantial impact. |
| Judgement and decision making | Apply significant technical knowledge and professional judgement in one or more fields of specialisation. Monitor specialist technical business or industry development. Advice and guidance may not be available internally. |
| Specialist knowledge and skills | Proficient in the application of theoretical or scientific approaches for solutions to new problems and opportunities. Detailed knowledge of the long-term goals of the organisation, its values and aspirations and of the legal and socio-economic and political context in which it operates. Sound budgeting techniques. |
| Management skills | Manage own and others time, effectively plan and prioritize to achieve objectives within an environment of challenging and competing demands requiring high levels of priority setting and goal achievement. Often managing tertiary qualified people or those with extensive specialist experience. |
| Interpersonal skills | Persuade, convince, or negotiate in the administration of broadly defined activities and lead, motivate and develop other employees. Liaise with counterparts in other organisations to discuss and resolve specialist organisational problems and with other employees in other functions to resolve intra-organisational problems. |
| Qualifications and experience | Typically, post-graduate studies in field of expertise or management with substantive relevant experience. Or lesser |

*healthy and productive lands and waters
cared for by thriving communities*



| | |
|--|--|
| | formal qualifications together with extensive and diverse managerial experience, or intensive specialist experience. |
|--|--|

Key Selection Criteria

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

- Significant experience in leading the development of regional scale strategies, and bachelor degree natural resource management, agriculture, environmental science or management or community development, or extensive experience with a lower-level qualification.
- High level people management skills and capability to lead, develop, motivate and empower teams and create a positive inclusive organisation 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 leadership at the management level with the ability to develop and deliver high quality projects and programs.
- Ability to lead strategy development and implementation, and 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.
- Demonstrated ability to model the CCMA's values.

Additional Organisation Information

Equal Opportunity

The CCMA offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Diversity and Inclusion

The CCMA encourages applications from people from a diverse range of backgrounds. 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. 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.

*healthy and productive lands and waters
cared for by thriving communities*



In creating a flexible workplace environment the CCMA may ask employees to work across the organisation, in roles that require a similar set of skills, qualifications and experience if it means supporting the organisation to achieve its goals.

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.

Acknowledgement

I have read, understood and accepted the position description.

Signature: _____

Name: _____

Date: _____

*healthy and productive lands and waters
cared for by thriving communities*

