

POSITION DESCRIPTION

Position Title	Project Officer – Major Strategic Projects		
Department	Strategy and Partnerships		
Position Reports To	Senior Project Officer – Major Strategic Projects		
Direct Reports	Nil	Indirect Reports	Nil
Employment Type	Permanent	FTE	0.8-1
Classification	CCMA Enterprise Agreement Band 6		
Location	Colac and Geelong office. A combination of office and remote working is available.		

About Corangamite Catchment Management Authority

Corangamite Catchment Management Authority (CMA) 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.

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Position Purpose

This position supports the effective coordination and implementation of several landscape-scale collaborative projects across our catchment, including:

- [The Upper Barwon Flagship project](#)
- [The Living Moorabool Flagship project](#)
- [The Kitjarra-dja-bul Bullarto langi-ut project](#)

All three of these projects bring together multiple agencies with community and Traditional Owners to deliver natural resource management and infrastructure projects that enhance cultural values, protect and improve the natural environment, and drive greater community connection to our waterways. Each of these programs includes actions related to environmental water, riparian vegetation, citizen science and amenity improvement, meaning strong stakeholder engagement and coordination skills are essential to success.

This position will work alongside the Senior Project Officer and other members of the Strategy and Partnerships team to provide governance support, lead reporting and evaluation, develop project communications, contribute to funding applications, review related policies and strategies, and support ongoing stakeholder engagement.

Accountabilities

Corporate governance and financial management

- Manage expenditure, resources and time allocations within clear standards and procedures.
- Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Program.

Operations and Project Management

- Organise meetings of project governance groups including documenting and distributing meeting outcomes.
- Report on project progress and outcomes to partners, broader stakeholders and to funding bodies.
- Support and contribute to monitoring and evaluation activities.
- Provide technical support for project delivery teams, such as analysing policy or procuring and organising spatial data.
- Coordinate funding applications with external partners.
- Adhere to spatial data management and use procedures to ensure the integrity of information for both internal and external use.
- As a project officer you may have opportunity to work across other Corangamite CMA projects or directed to do so depending on project requirements.

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Communication and Engagement

- Support and build on existing partnerships between environment agencies, community groups and Traditional Owner groups.
- Work with project partners and the internal communications team to deliver high quality project communications and facilitate promotional opportunities.
- Support events and participate in project meetings as required.
- Support the delivery of Corangamite CMA's plans and strategies relating to community engagement and participation, and diversity and inclusion.

Leadership and management

- Actively contribute to building and supporting a positive, high performing business culture.
- Participate and contribute to process innovations and continuous improvement.
- Contribute to a customer service focus amongst staff.
- Model Corangamite CMA'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 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 supervision processes, 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

Internal – Corangamite CMA Board and Staff

External - Other agencies and stakeholders involved with the delivery of strategic landscape-scale projects including Landcare Networks, Community Groups, Water Authorities, Local Government Authorities, Traditional Owner Groups and State Government Agencies.

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Performance Level – Band 6

Accountability and extent of authority	May supervise resources, provide advice, provide support to more senior employees. Freedom to act is limited by standards and procedures but with scope to exercise discretion in their application. Decisions are subject to review by someone more senior.
Judgement and decision making	Work is usually well defined with the method used selected from a range of alternatives. Involves problem solving using procedures and guidelines and/or existing knowledge. Guidance available within the time required to make a choice.
Specialist knowledge and skills	Thorough understanding of technology, procedures and processes relevant to unit, understanding of the role and function of senior employees they are supporting and an appreciation of the goals of the organisation. May have professional technical knowledge and skills with no or limited practical experience.
Management skills	Manage own and others time, effectively plan and prioritize to achieve objectives.
Interpersonal skills	Gain cooperation and assistance from others in the administration of defined activities and in the supervision of other employees. Write reports and prepare external correspondence of a routine nature.
Qualifications and experience	Accredited TAFE Certificate with several years' experience, or a higher qualification such as a degree course with lesser relevant work experience, or lesser formal qualifications with substantive work skills relevant to the role.

Key Selection Criteria

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

- Experience working with a range of stakeholders in natural resource management, environmental management, agriculture or community engagement.
- Strong project delivery knowledge, and skills and experience in project implementation.
- High level interpersonal, engagement and communication skills with the ability to build and maintain relationships with key stakeholders.
- Good written and oral communication skills including the ability to prepare professional business correspondence and reports with attention to detail.

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- Demonstrated ability to solve minor problems using your knowledge of stakeholder management and/or NRM.
- Demonstrated ability to contribute to a positive, inclusive organisation culture.
- Demonstrated ability to model Corangamite CMA's values and behaviours.

University or diploma graduates are encouraged to apply.

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.

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: _____

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Name: _____

Date: _____

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