

Coordinator, Sustainable Irrigation Program – Engagement and Strategy



**GOULBURN
BROKEN**

CATCHMENT
MANAGEMENT
AUTHORITY

1.0 POSITION DETAILS

TITLE:	Coordinator, Sustainable Irrigation Program – Engagement and Strategy
TIME FRACTION:	1.0 FTE
CLASSIFICATION:	Band 8
TENURE:	Fixed Term – 12 months (leave backfill)
REPORTS TO:	Manager Sustainable Irrigation
PD LAST REVIEWED:	November 2024

2.0 POSITION OBJECTIVE

The Coordinator, Sustainable Irrigation Program – Engagement and Strategy is accountable for the delivery of all aspects of allocated projects, in accordance with legislation and regulatory requirements to support the delivery, development and review of strategies relevant to the Sustainable Irrigation Program as part of the implementation of the Shepparton Irrigation Region Land and Water Management Plan (SIRLWMP) 2050. The position will provide strategic, technical and scientific input, along with high level project management that enables the Goulburn Broken Catchment Management Authority to meet its obligations and requirements.

3.0 POSITION CONTEXT

The Coordinator, Sustainable Irrigation Program – Engagement and Strategy plans and delivers multifaceted projects to support the implementation of the SIRLWMP 2050, respond to opportunities to address the changing landscape in the Shepparton Irrigation Region and embed resilience principles across various aspects of the Sustainable Irrigation Program.

Specific project areas are likely to include:

- Coordination of community engagement in the SIR to implement the Resilient Communities critical attribute (part of the SIRLWMP 2050).
- Lead the coordinated development of policy reviews for the Sustainable Irrigation Program and development of various scale-based plans and strategies.
- Lead the land and water use mapping project in the SIR, Goulburn Murray Irrigation District (GMID) and Northern Victoria.
- Support the delivery of the monitoring evaluation reporting and learning actions for the SIRLWMP 2050.
- Support for the development of various funding proposals to meet the objectives of the various programs funded by both the federal and state governments.

The position works closely with the Manager, and broader team to ensure they provide information and guidance to deliver projects aligned to relevant strategy/ies in a time efficient manner. In collaboration with others, the role develops reports and utilises systems to ensure outcomes are on track for delivery, on time and to budget.

Ensuring project resources are well coordinated, the role will work across broad regional policy.

The Coordinator reports to the Manager, Sustainable Irrigation.

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 Shepparton Vic 3630
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Organisational Environment

The Coordinator, Sustainable Irrigation Program – Engagement and Strategy role is one of a number of Coordinators in the GB CMA. The role is crucial to ensuring project and program planning is of a high standard.

The focus is on defining projects, planning requirements and delivering quality. The role adds value by providing ongoing analysis and utilises knowledge of government and legislative requirements to ensure results.

The role will develop and maintain ongoing relationships with key stakeholders, including internal and external customers; service providers; community groups and various government bodies. The role is expected to recommend improvements and changes to processes that will provide efficiencies.

Regulations, Policies and Procedures are in place to support decision making.

Business Perspective

The Goulburn Broken Catchment covers 11 per cent of Victoria. Of the total 2.4 million hectares of catchment, approximately 250,000 hectares is irrigated and a third of the catchment is public land. The catchment includes the municipalities of Moira, Strathbogie, Campaspe, Greater Shepparton, Mitchell, Benalla, Mansfield and Murrindindi.

The Goulburn Broken Catchment Management Authority (GB CMA) was established under the CaLP Act 1994 and, through its Regional Catchment Strategy, is focused on promoting sustainable development and the protection of land and water resources by implementing sound management practices on private and public land.

The Authority performs these roles in partnership with others including the Department of Economic Development, Jobs, Transport & Resources, the Department of Environment, Land, Water and Planning, Goulburn-Murray Water, Goulburn Valley Water, Non-Government Organisations, Municipal Councils, Landcare Groups and the wider community.

The GB CMA has delegated statutory functions under the provisions of the Water Act 1989, including waterway management, floodplain management and regional drainage functions.

In partnership with the State Government and the community, the GB CMA is responsible for the implementation of the Regional Catchment Strategy, its monitoring and reporting.

Strategic Directions

The Goulburn Broken Regional Catchment Strategy 2021-27 sets the priorities and targets for directing the Catchment's resources over six years towards achieving environmental, social and economic benefits.

The Goulburn Broken RCS and its implementation is underpinned by the resilience approach and social-ecological systems. The resilience approach to catchment management focuses on the connections between people and nature, how these connections change, and what can be done to achieve desired, balanced goals for resilience.

The primary focus for the Goulburn Broken CMA from 2021-27 is the implementation of the Goulburn Broken RCS with the following priority directions:

- Reverse the declining health of the Catchment's land water and biodiversity
- Implement pathways to adapt and transform to drivers of change
- Give effect to priorities in First Nations Country Plans
- Continue to build our understanding of tipping points and their role in navigating change
- Build values of environmental stewardship amongst an increasingly diverse community
- Broaden investment and contributions to natural resource management.

The Shepparton Irrigation Region Land and Water Management Plan (SIRLWMP) 2050 is a key sub-strategy under the Goulburn Broken RCS.

4.0 OUR VISION & PURPOSE

Vision:

Resilient landscapes, thriving communities.

Purpose:

Through its leadership and partnerships the Goulburn Broken CMA will improve the resilience of the Catchment's people, land, biodiversity and water resources in a rapidly changing environment.

Our Employment Principles

The GB CMA is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. The GB CMA recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all our workplaces.

Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the GB CMA. The GB CMA acknowledges and respects Aboriginal cultures, its values and practices, and is committed to take actions to provide support to Aboriginal people employed by the GB CMA. The GB CMA acknowledge and respect the Traditional Owners of the land and waters on which we work, the First Nations of Yorta Yorta and Taungurung. We pay our respects to elders past, present and emerging and value our partnerships to heal country.

5.0 OUR VALUES & BEHAVIOURS

Environmental Sustainability

We will passionately contribute to improving the environmental health of our catchment.

Safety

We vigorously protect and look out for the safety and wellbeing of ourselves, our colleagues and our workers.

Partnerships

We focus on teamwork and collaboration across our organisation to develop strategic alliances with partners and the regional community.

Leadership

We have the courage to lead change and accept the responsibility to inspire and deliver positive change.

Respect

We embrace diversity and treat everyone with fairness, respect, openness and honesty.

Achievement, Excellence and Accountability

We do what we say we will do, we do it well and we take responsibility and accountability for our actions.

Continuous learning, innovation and improvement

We are an evidence and science-based organisation and we test and challenge the status quo. We learn from our successes and failures and we are continually adapting using internal and external feedback from stakeholders and the environment. We are an agile, flexible and responsive organisation.

6.0 KEY RESPONSIBILITY AREAS

Key Responsibility Areas	Key Activities
6.1 Effective Communication and Relationships	<p>6.1.1 Engage, negotiate and build collaborative relationships with a range of internal and external stakeholders, using a range of methods to communicate, adapting to different audiences and sharing knowledge and information</p> <p>6.1.2 Advocate the value and benefits of the resilience approach to all stakeholders as a leading regional NRM authority</p> <p>6.1.3 Works as part of a team with a can-do approach to project and service delivery and contributes to a positive and enriching workplace culture.</p> <p>6.1.4 Working together with a range of stakeholders and community to deliver the SIRLWMP 2050.</p>
6.2 Project Management	<p>6.2.1 Provide timely technical and scientific advice from a range of disciplines to the organisation and stakeholders to develop, integrate and implement strategies and/or policy to support strategic deliverables</p> <p>6.2.2 Plan, deliver and monitor complex projects, managing risks and challenges to project deliverables</p> <p>6.2.3 Coordinate consultants and/or contractors to achieve project deliverables within scope, on time and in compliance with OHS, procurement and other related requirements</p> <p>6.2.4 Investigate and prepare written and verbal reports on matters both within and outside area of expertise applicable to the development and delivery of activities.</p> <p>6.2.5 Review research and provide expert advice and analysis to influence policies and projects</p> <p>6.2.6 Prepare and review funding submissions for projects as required</p>

	<p>6.2.7 Identify, design and lead the implementation of business processes and reporting requirements to support achievement of objectives and compliance with the policies and procedures of the CMA</p> <p>6.2.8 Identify and interpret potentially complex, sensitive and emerging issues within the areas of responsibility</p> <p>6.2.9 Other duties as required, consistent with the classification of the position</p>
6.3 Strategic Thinking	<p>6.3.1 Contribute to the organisation’s strategic initiatives with an innovation mindset</p> <p>6.3.2 Develop, review or renew strategy, policy or approaches to respond to current and emerging context within program or project area.</p> <p>6.3.3 Identify and investigate opportunities for new business or initiatives providing sound advice and justification.</p> <p>6.3.4 Support the integration of the project priorities and deliverables across the organisation and with partners.</p>
6.4 Managing and Leading	<p>6.4.1 May lead delivery teams when required including developing and coaching team members to achieve results and reliable performance to GBCMA standards and in accordance with policies and procedures.</p> <p>6.4.2 Adapt to change and maintaining a positive approach.</p>
6.5 Specific to the position	<p>6.5.1 Coordination of community engagement activities as part of the Resilient Communities critical attribute of the SIRLWMP 2050.</p> <p>6.5.2 Lead the Land Use Mapping work for the SIR, GMID and Northern Victoria.</p> <p>6.5.3 Support the delivery of the monitoring evaluation reporting and learning actions for the SIRLWMP 2050.</p> <p>6.5.4 Support the opportunistic pursuit of improvements and funding for the Sustainable Irrigation Program</p> <p>6.5.5 Other duties in line with the position objectives and the classification.</p>

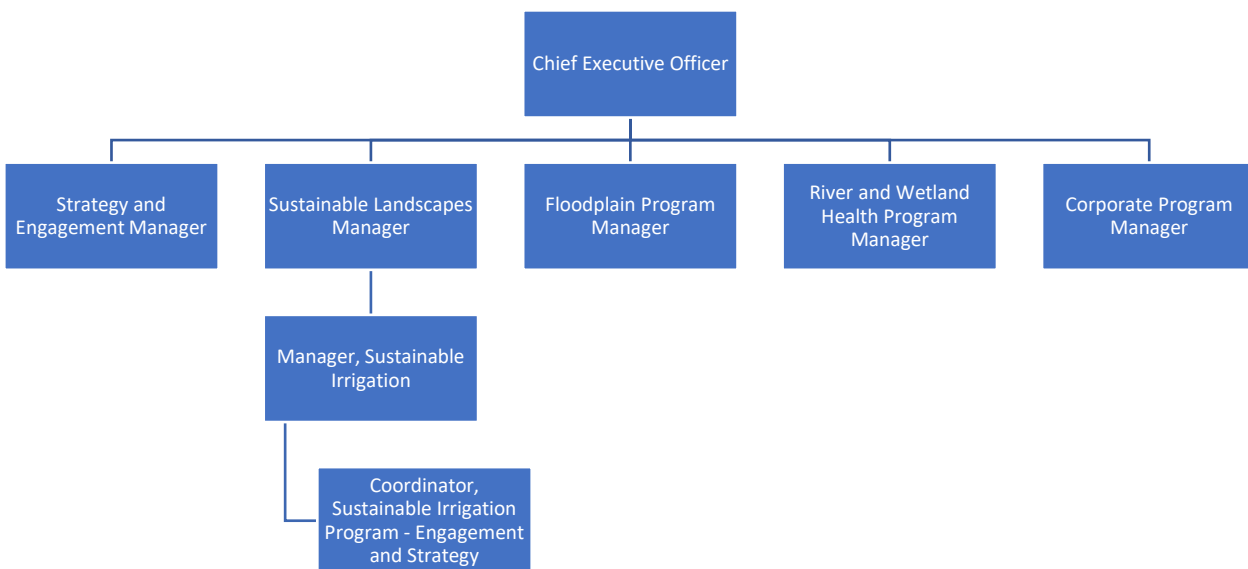
7.0 KEY PERFORMANCE INDICATORS

The position incumbent will undergo an annual performance assessment to enable performance review outcomes.

The performance review process will take into account:

- The role detailed in this document.
- Approved key performance indicators and process.
- Current program objectives. (or more specific if desired)

8.0 Organisational Relationships



9.0 SELECTION CRITERIA

9.1 Communication and Interpersonal	9.1.1 Experienced in preparing and implementing two-way communications to a broad range of stakeholders via a variety of communication settings and working proactively with stakeholders to identify priorities and constraints for project delivery 9.1.2 Able to apply skills and techniques of negotiating, including persuasive discussions to achieve shared outcomes and resolve complex issues. 9.1.3 Experienced in community engagement.
9.2 Project Management	9.2.1 Well-developed project planning and management skills including use of automated planning tools; risk, financial and resource management; and working to objectives. 9.2.2 Adaptable and able to maintain and prioritise a number of elements simultaneously, often within tight timeframes. 9.2.3 Experience in understanding and applying legislation and regulations relevant to Natural Resource Management, with ability to make appropriate recommendations to management; 9.2.4 Knowledge of Occupational Health and Safety principles and practices in the workplace and a demonstrated ability to apply OH&S requirements in the workplace
9.3 Regulation, Legislation and Government	9.3.1 Demonstrated knowledge and experience in a range of government programs and projects offered at various government. 9.3.2 Well-developed understanding of legislation and regulations, relevant to the Resources, Water and Catchment areas. 9.3.3 Maintains own professional knowledge and skills
9.4 Strategic Thinking	9.4.1 Experience in contributing to strategy development at an organisational level. 9.4.2 Demonstrated achievement in aligning policy, legislative or investor objectives to operations relevant to the position scope. 9.4.3 Success in identifying innovative solutions to complex problems.
9.5 Managing and Leading	9.5.1 Ability to motivate, lead and develop others; delegating activities with clear expectations and explanations; seeking and providing feedback identifying areas for improvement; measuring progress; and taking action on poor performance. 9.5.2 Qualification and/or experience in managing people would be desirable.
9.6 Essential Criteria	9.6.1 Bachelor level degree or greater, qualifications in Natural Resource Management, or other relevant discipline is required. 9.6.2 Several years previous experience in strategy development and delivery. 9.6.3 Demonstrated experience scoping and planning key tasks, for projects in a Government/Agency environment. 9.6.4 Proven intermediate to advanced MS Office skills. 9.6.5 Must hold a current Victorian driver's licence.

10.0 OTHER RELEVANT INFORMATION

- 10.1** The successful applicant will be engaged pursuant to Goulburn Broken Catchment Management Authority Enterprise Agreement.
- 10.2** The incumbent may be required to attend a medical examination.
- 10.3** Whilst in the employ of the Authority an officer shall not engage or undertake to carry out for a fee, reward or payment any private contracting work unless with written permission of the Chief Executive Officer and /or Authority as applicable.

11.0 OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY

The Coordinator – Sustainable Irrigation Program – Engagement and Strategy must adhere to all OH&S obligations as per the GBCMA OHS Manual & Policy Statement. Employees have a responsibility to take reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. Employees have a responsibility to:

- Report any incident or hazards at work to their manager or supervisor.
- Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
- Obey any reasonable instruction aimed at protecting their health and safety while at work.
- Use any equipment provided to protect their health and safety while at work.

- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
- Consider and provide feedback on any matters which may affect their health and safety.
- Ensure they are not so affected by alcohol or another drug to endanger their own or any other persons' health and safety.

13.0 FINANCIAL DELEGATION

In accordance with GOV 002 – Financial Delegations Policy, this position has financial delegation as per position 'Coordinator – Sustainable Irrigation Program – Engagement and Strategy'.

14.0 POSITION CATEGORY & VEHICLE ALLOCATION

In accordance with HRM 047 – Vehicle Allocation Procedure the position is a Category 2 position with eligibility for a Vehicle Category 2.

15.0 SALARY

The salary will be consistent with the Band 8 classification as per the Goulburn Broken CMA Enterprise Bargaining Agreement with superannuation paid in addition at the current Superannuation Guarantee amount. A vehicle for full private use is included within the salary package, requiring a salary deduction in line with the Authority's vehicle policy

16.0 PRIVACY

The GB CMA collects personal information in accordance with the Victorian Information Privacy Act 2000. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.