

Goulburn Broken CMA

NRM Project Officer



**GOULBURN
BROKEN**

CATCHMENT
MANAGEMENT
AUTHORITY

1.0 POSITION DETAILS

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| TITLE: | Natural Resource Management (NRM) Project Officer |
| BAND: | Band 7 |
| LAST UPDATED: | May 2022 |

2.0 POSITION OBJECTIVE

The Natural Resource Management (NRM) Project Officer is accountable for the planning and delivery of NRM projects and initiatives, in accordance with plans and in collaboration with stakeholders that enable the Goulburn Broken Catchment Management Authority to meet its obligations and requirements.

3.0 POSITION CONTEXT

The NRM Project Officer provides an exciting opportunity to provide technical and scientific input and to deliver medium sized projects and initiatives that contribute to the delivery of the Goulburn Broken Regional Catchment Strategy and other supporting strategies. Activities will have a number of aspects to consider requiring the officer to work closely with their manager and in conjunction with the other staff, partners and community, to deliver on project plans/strategy/ies relevant to the Program area.

Positions may operate in specific service delivery areas such as:

- Climate Change adaptation and carbon sequestration
- Riparian health and waterway management
- Agriculture
- Biodiversity conservation
- Floodplain management
- Community engagement

The position develops solutions to deliver approved outputs, following established policies, process and plans and will utilise reports and systems to regularly report on project status to ensure projects are on track for delivery.

Collaboration with stakeholders including community groups, private landholders and where required, the effective management of consultants and contractors, is essential to successfully deliver project scopes on time and to budget.

Ensuring resources are well coordinated, the role will work from policy and seeks and receives regular guidance from the supervisor/manager.

Organisational Environment

The NRM Project Officer role is one of a number of officer roles in the GB CMA. The role is crucial to ensuring project planning is of a high standard.

The focus is on quality technical project delivery. The role adds value by providing ongoing analysis and tracking of progress towards planned objectives utilising knowledge of government and legislative requirements to ensure results.

The actions of the position have impact on the projects and may impact public/community perception.

The role will develop and maintain ongoing relationships with key stakeholders, including internal and external customers; service providers; and community groups. 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. The position would have input in to policy and procedure development.

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.

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.

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 |
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| 6.1 Effective Communication and Relationships | <p>6.1.1 Collaborate and work cooperatively with a range of stakeholders on NRM matters using a range of methods to explain to others the key importance of projects and deliverables and support extension of knowledge.</p> <p>6.1.2 Work with partners to maximise benefits and resource management.</p> <p>6.1.3 Participate in external meetings, education activities, collaborative projects within the sector relevant to project deliverables.</p> <p>6.1.4 Proactively participate as part of the team-including in team meetings and processes.</p> <p>6.1.5 Under direction investigate and prepare written and verbal reports on area of expertise.</p> <p>6.1.6 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> |
| 6.2 Deliver | <p>6.2.1 Plan and deliver small to medium sized projects working with manager/supervisor to monitor progress and outputs and identify risks and challenges.</p> <p>6.2.2 Apply technical and scientific advice to projects, activities and extension within an area of discipline</p> <p>6.2.3 Engage 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 Drive integration of the project priorities and deliverables across the organisation with guidance from the Manager/Supervisor.</p> <p>6.2.5 Maintain data across multiple systems and sources to support the achievement of project deliverables, reporting and for use by other employees</p> |

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| | <p>6.2.6 Undertake, arrange or assist with investigations involving the collection, collation and interpretation of data and information.</p> <p>6.2.7 Monitor costs and resource allocation to projects as required by Manager/Supervisor</p> <p>6.2.8 Follow business process and reporting requirements for project timeframes, deliverables and risk register seeking guidance from the supervisor/manager</p> <p>6.2.9 Adapt to change and maintain a positive approach.</p> <p>6.2.10 May manage other employees as required</p> <p>6.2.11 Other duties as required by the Manager consistent with the position</p> |
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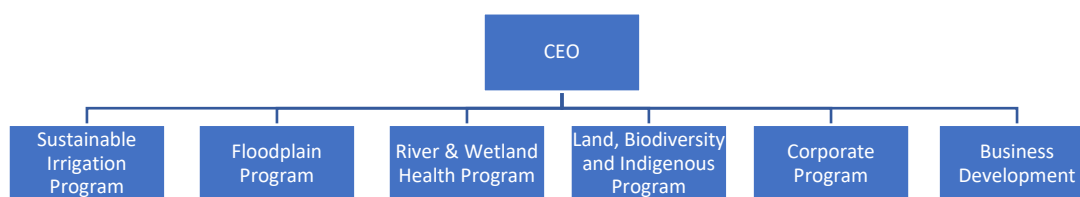
7.0 KEY PERFORMANCE INDICATORS

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.

8.0 ORGANISATIONAL RELATIONSHIPS



9.0 SELECTION CRITERIA

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| 9.1 Communication and Interpersonal | <p>9.1.1 Able to write clearly and succinctly to suit the audience</p> <p>9.1.2 Demonstrated presentation skills appropriate to a variety of settings working with a broad range of stakeholders</p> <p>9.1.3 Applies skills and techniques to gain cooperation and input from stakeholders to maintain ongoing and productive relationships</p> |
| 9.2 Deliver | <p>9.2.1 Well-developed project planning and management skills working to project plans and goals, identifying project risks early and achieving planned outcomes to expected quality and required specification.</p> <p>9.2.2 Demonstrated experience planning own work to successfully deliver natural resource management projects</p> <p>9.2.3 Experience in managing third party suppliers, sub-contractors and on occasion consultants and technical staff to deliver to a program of works/services.</p> <p>9.2.4 Awareness and ability to develop knowledge on a range of government natural resource management programs and projects and experience scoping and planning key tasks.</p> <p>9.2.5 Understanding of legislation and regulations, relevant to the Natural Resource Management within the area of expertise.</p> <p>9.2.6 Knowledge of Occupational Health and Safety principles and practices and a demonstrated ability to apply OH&S requirements in the workplace</p> |

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| 9.3 Managing and Leading | 9.3.1 Ability to motivate others; explain activities with clear expectations; seek and provide feedback identifying areas for improvement. 9.3.2 Takes responsibility and action on own performance. 9.3.3 Experience in managing people would be desirable. |
| 9.4 Essential criteria | 9.4.1 Minimum diploma level degree or greater, qualifications in environmental science or other relevant discipline, plus several years previous experience in a complementary position or delivering projects of similar scope and scale. 9.4.2 Proven intermediate to advanced MS Office skills. 9.4.3 Must hold a current Victorian driver's licence. |

9.0 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.

10.0 OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY

We care about the safety and wellbeing of our team.

The NRM Project Officer 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.

11.0 SALARY

The salary will be consistent with the Band 7 classification, commencing at \$80,300.12 as per the Goulburn Broken CMA Enterprise Bargaining Agreement with superannuation payable at the appropriate guarantee rate. A vehicle for full private use can be included within the salary package, requiring a salary deduction in line with the Authority's vehicle policy if appointed at 0.8FTE or above.

12.0 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.

The Goulburn Broken Catchment Management Authority is an Equal Employment Opportunity employer, provides a smoke free work environment and is committed to the health and safety of its employees.

The Goulburn Broken Catchment Management Authority promotes Work & Lifestyle Friendly options wherever possible.