

POSITION DESCRIPTION

Position Title	Project Officer, Water Infrastructure		
Department	Community & Catchment Services		
Position Reports To	Manager, Water Infrastructure		
Direct Reports	Nil	Indirect Reports	Nil
Employment Type	Fixed to September 2023	FTE	1.0
Classification	CCMA Enterprise Agreement Band 6		
Location	Colac office. 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, Innovation, Responsiveness, Impartiality, Accountability, Respect and Human Rights.

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Position Purpose

This role is part of the Water Infrastructure Team and provides key support to the team in the management of the Barwon River through Geelong and other water infrastructure projects. The Barwon River through Geelong supports a diverse array of recreational, environmental and cultural activities. These include organised events and frequent casual use of the waterway and land for various activities. Corangamite CMA undertakes routine maintenance and management of the parklands alongside the river, event scheduling and management of waterway zones, lease management of rowing/canoe clubs, coordination and communications with Barwon River users and safety works along the river.

Key Responsibilities

Operations and Project Management

- Issue permits and collate documents for organised events, boat access, weddings, and any other situations that may arise.
- Liaise with event organisers and local stakeholder user groups to coordinate equitable use of on-water activities.
- Assess routine hazards along the linear reserve, notifying CCMA's contracted maintenance services of minor maintenance works and recording this on a monthly basis.
- Address community enquiries.
- Comply with relevant legislation for management of the Barwon River through Geelong.
- Contribute to the delivery of specific water infrastructure projects/programs and services or elements thereof across the catchment.
- Provide input into the development and implementation of projects or programs within the Water Infrastructure team.
- Support existing partnerships between Local Government and environmental agencies and groups.
- Support existing relationships with stakeholder and community groups
- Provide technical advice relating to the Barwon River in Geelong and natural resource management to internal and external partners.
- Contribute to efficient and effective project or program delivery and respond effectively to unplanned issues.

Corporate governance and financial management

- Manage expenditure, resources and time allocations within clear standards and procedures.
- Comply with relevant legislation, regulatory and statutory obligations and responsibilities related to the Water Infrastructure team.
- Provide reports as required to management on matters within the responsibility of the position.

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Communications and Engagement

- Attend and participate in meetings 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

- Initiate and support process innovations and continuous improvement.
- Contribute to a positive, high performing culture and organisation.
- Provide an active and positive contribution to the Water Infrastructure Team.
- Represent the Authority in meetings/forums/working parties with external stakeholders and other businesses as required.
- Plan and prioritise own, and others work as required.
- Contribute to a customer service focus amongst staff.

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.

Relationships

Internal

- CCMA Staff

External

- Other CMA's
- DELWP
- Local governments
- NGO's

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- Research institutions
- Community groups and individuals

Key Selection Criteria

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

- Experience in administration, event management, parkland management, or a relevant certificate, diploma or degree in natural resource management.
- 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.
- Demonstrated ability to solve minor problems of a technical nature.
- Strong project delivery knowledge, skills and implementation capabilities.
- Good written and oral communication skills including the ability to prepare professional business correspondence and reports.
- Ability to contribute to building and supporting a positive high performing culture and team.
- Demonstrated ability to model the Authority's Approach and the Victorian Public Sector values and behaviours.

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 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.

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Acknowledgement

I have read, understood and accepted the position description.

Signature: _____

Name: _____

Date: _____

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