

# Position Description

<b>CMA PD No.</b>	079		
<b>Position title</b>	<b>Manager Environmental Water and Floodplain</b>		
<b>Team</b>	Operations and Community		
<b>Location</b>	Irymple		
<b>Position tenure</b>	Temporary 3 years (subject to funding)		
<b>Time fraction</b>	1.0 FTE	<b>Job share arrangement</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Classification</b>	SEO	<b>Salary range</b>	
<b>Delegation</b>	<input checked="" type="checkbox"/> Financial <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Not Applicable		
<b>Child Safe Position</b>	Working with Children Check required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Position Requirements</b>	Driver's Licence <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## About the Mallee Catchment Management Authority (CMA)

### Our Vision

Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes.

### Our Profile

The Mallee CMA's primary responsibility is to ensure that natural resources in the region are managed in an integrated and ecologically sustainable way. We are the peak body for the delivery of natural resource programs in the Mallee. Our work is based on science and delivered through meaningful partnerships with government agencies, local organisations such as Landcare, and community groups in the Victorian Mallee.

### Our Region

The Mallee CMA region covers 3.9 million hectares – about one fifth of Victoria. It is the largest catchment area in the state and runs along the Murray River from Nyah to the South Australian border, and south to the vast dryland cereal and wheat crops of the Wimmera.

The Mallee CMA's responsibilities include the management of:

- Waterways
- Biodiversity (including vegetation restoration and threatened species recovery)
- Floodplains
- Salinity
- Land and soil health

The Mallee CMA also fulfils responsibilities in regional funding coordination in natural resource management community involvement and education; cultural heritage protection; and monitoring and reporting on the health of the catchment. The Authority also proudly supports Landcare in the Victorian Mallee.

## Our culture and behaviours

The Mallee CMA is committed to ensuring staff have the necessary skills and support to deliver successful and sustainable outcomes for our community, environment and landscapes. We are a committed and dedicated team who continue to strive for best practice outcomes for the region and the environment.

## Position Purpose

The Mallee CMA features some of the most ecologically and culturally significant wetland and floodplain complexes in the Murray-Darling Basin, including 7 Victorian Murray Floodplain Restoration projects (VMFRP). An exciting opportunity exists for a motivated and passionate individual to contribute towards the environmental management of a suite of high priority wetlands within a large geographical region. The successful applicant will lead and support environmental water and floodplain management projects across a region that is home to more than 1,600km of river assets and in excess of 900 wetlands. Further, the successful applicant will be responsible for managing two The Living Murray Icon Sites (the Hattah Lakes and the Lindsay-Mulcra-Wallpolla Icon Site) and will be central in negotiating ecologically beneficial weir pool manipulation outcomes for Victoria.

The role is responsible for prioritising and delivering water for the environment to high value wetlands and rivers across the region. The role manages a team responsible for identifying demand and competing for limited water resource allocation to deliver on the objectives of the Mallee Waterway Strategy, Indigenous Participation Plan and Regional Catchment Strategy.

The key to success is community and stakeholder consultation to gain support for resource allocation and partnering in site-based program delivery. This includes managing multimillion-dollar procurement and contract processes, project management, community engagement services, and outcome and team performance.

The role contributes to achieving Mallee Catchment Management Authority Business Objective 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM) and 2 to protect and enhance the region's natural, cultural and productive values.

## Responsibilities

- Ensure that the Mallee CMA's interests are understood and represented by relevant organisations/jurisdictions and as part of high-level environmental water operational forums (VEWH, CEWH, MDBA, NSW, SA, Parks Vic, Water Authorities etc.).

- Manage authority staff both employed and contracted with the objective of ensuring best management practice in human resources management, occupational health and safety, selection and recruitment, training and development, employee relations and performance management.
- Develop productive relations with, and liaise with, the Authority's stakeholders, the community, local government bodies, state and federal government authorities, water authorities, waterway management and water authority peak councils, and catchment and land protection boards.
- Promote the ideals of excellence and responsiveness in value added customer service as being the goal and responsibility of every employee.
- Initiate and develop contract documentation and probity processes; manage, monitor and review contracts outsourced; provide reports on progress and make recommendations on remedial action necessary to ensure effective completion of work within delegated authority.
- Provide technical ecological advice, project assistance, support and critical review of all reports developed within the Environmental Water team prior to broader distribution to DELWP, CEWH, VEWH or the MDBA.
- Lead a program of work to better position and progress the work of the Mallee CMA with regard to Weir pool Manipulation, Environmental Water, TLM, VMFRP and floodplain.
- Financial controls in place i.e. actuals are tracking against budgets, forecast budgets are being refined.

## Key Selection Criteria

KSC1: Demonstrated understanding of project and contract management including project planning, financial management, project monitoring, evaluation and reporting.

KSC2: Demonstrated ability to lead and motivate staff/collaborators, and to build productive working relationships and high performing teams.

KSC3: Demonstrated analytical and conceptual skills with capacity to investigate issues, develop options, make recommendations, formulate policy and provide advice, specifically in a natural resources sector.

KSC4: Ability to persuade, convince or negotiate with clients, members of the public, other employees and persons in other organisations in the pursuit and achievement of specific and set objectives.

KSC5: Demonstrated experience in development and management of projects to deliver ecological improvements and knowledge of environmental water and floodplain management.

KSC6: Demonstrated skills in communication, negotiation and conflict resolution and ability to represent the Mallee CMA as a professional with a client focused approach.

## Key Relationships

<b>Reports to</b>	Executive Manager Floodplain Programs
<b>Responsible for</b>	Up to 10 Employees
<b>Internal liaisons</b>	Operational Management Committee
<b>External liaisons</b>	<p>Investors</p> <p>Environmental Water Reserve Officer Group</p> <p>Victorian Environmental Water Holder VEWH</p> <p>Commonwealth Environmental Water Office CEWH</p> <p>Murray Darling Basin Authority MDBA</p> <p>Water Corporations</p> <p>Department of Energy, Environment and Climate Action DEECA</p> <p>Parks Victoria</p> <p>Aboriginal Reference Group</p> <p>Community</p>

<b>Core Capability/Sub Capability</b>	<b>Capability Level Descriptor</b>
<b>Leadership and Excellence</b> <ul style="list-style-type: none"> <li>Strategic Focus L3</li> <li>Team Dynamics L3</li> </ul>	<p>Develops objectives with clear targets and goals, to meet Corporate Plan objectives and KPIs supporting the implementation of the RCS.</p> <p>Cooperates and develops productive working relationships in the pursuit of team goals and recognises individual contributions publicly.</p>
<b>Corporate Governance</b> <ul style="list-style-type: none"> <li>OHS &amp; W L2</li> <li>Quality and Risk Management L2</li> </ul>	<p>Promotes, educates and supports OHS&amp;W work practices and complies with OHS&amp;W legislation, policy and procedure.</p> <p>Addresses risks and monitors the effectiveness of strategies.</p> <p>Supports employee wellbeing.</p> <p>Educates and supports the enhancement of quality and risk management practices.</p> <p>Ensures own work complies with accreditation standards and implements procedures to minimise/eliminate negative outcomes and improve practice.</p>

<b>Professionalism</b> <ul style="list-style-type: none"> <li>Time Management L3</li> <li>Initiative and Enterprise L3</li> <li>Accountability L3</li> <li>Problem Solving L3</li> </ul>	<p>Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities; and ensures that key requirements are met.</p> <p>Encourages teams to show initiative and looks for ways to work more dynamically.</p> <p>Delegates to develop staff and accepts responsibility for actions of staff and teams under authority.</p> <p>Analyses issues and different perspectives and draws sound inferences from information available. Implements systems to address problems and assists teams to take proactive approaches to problem solving.</p>
<b>Community and Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>Community Value L3</li> <li>Investors and Networking L3</li> <li>Builds Trust L3</li> </ul>	<p>Maintains and fosters engagement to empower the community to manage and implement change and capture local knowledge.</p> <p>Monitors interested parties' satisfaction. Reviews and manages initiatives in response to changing needs of relevant interested parties.</p> <p>Observes confidentiality arrangements and sensitivities of project outputs with interested parties and manages non-conformance.</p>
<b>Program Management</b> <ul style="list-style-type: none"> <li>Funding Bids L3</li> <li>Program Development L3</li> <li>Sustainability L3</li> <li>Achieving Results L3</li> </ul>	<p>Prepares funding applications and writes winning tenders.</p> <p>Manages programs and complex projects, identifies processes, tasks and resources to work to timelines and budget and achieve goals and objectives.</p> <p>Writes policies and strategies for the organisation.</p> <p>Identifies and manages financial and project risks ensuring value for investment is achieved.</p> <p>Clarifies roles and responsibilities of program staff and project teams and achieves necessary support from interested parties.</p>
<b>Project Delivery</b> <ul style="list-style-type: none"> <li>Project Management L3</li> <li>Budget Management L3</li> <li>Procurement and Contract Management L3</li> <li>Resources and Promotion L3</li> </ul>	<p>Produces project plans where outcomes are clearly defined and action steps for achievement are clearly specified.</p> <p>Prepares program and complex project budgets, and reviews financial performance.</p> <p>Undertakes honest, transparent and appropriate decision-making practices to determine path to market. Monitors contracts and manages performance of contractors and staff.</p> <p>Allocates resources and develops communication plans to ensure project delivery within delegated authority.</p>
<b>Interpersonal Communications</b> <ul style="list-style-type: none"> <li>Written Communication L3</li> </ul>	<p>Writes accurate reports and program documents that meet audience needs and contain the necessary information to achieve their purpose.</p> <p>Implements complex strategies to build buy in and support from key interested parties.</p>

<ul style="list-style-type: none"> <li>Negotiation L4</li> </ul>	
<b>Natural Resource Management</b> <ul style="list-style-type: none"> <li>Knowledge of NRM Assets L3</li> <li>Integrated and Targeted Delivery L4</li> <li>Cultural Heritage L4</li> </ul>	<p>Continually liaises with key interested parties to ensure full understanding of the issues and builds links to strategy, corporate objectives and outputs.</p> <p>A strong history of integrating natural, cultural and productive landscape management for social, economic and environmental benefits.</p> <p>Maintains high level knowledge of cultural heritage significance in the management of programs and projects and implements risk management strategies to preserve our history.</p>
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Change Management L3</li> </ul>	<p>Implements change management processes and monitors progress. Makes changes to work methods to improve outcomes, corrects problems promptly.</p>

Personal Attribute	Descriptor
<b>Creative and Innovative</b>	<p>Value-adding</p> <p>Provides a competitive approach</p> <p>Finds ways to work better and smarter</p> <p>Generates options and ideas</p> <p>Is open to change and alternatives</p>
<b>Resilient</b>	<p>Recovers from setbacks</p> <p>Constructively overcomes obstacles and impediments</p> <p>Learns from experience and identifies areas for self-development</p>
<b>Self-Disciplined</b>	<p>Manages own time to achieve key outcomes</p> <p>Avoids distraction and diversions</p> <p>Is organised and methodical</p>

## Qualifications

- Degree in Environmental Management, Natural Resource Management, Engineering, Project Management or related discipline/relevant experience



## Position specific requirements

- Experience in managing teams and delivering projects in natural resource management (NRM) or related discipline
- Four (4) years' experience in a similar role
- Drivers licence
- Frequent travel required to capital cities and regional areas
- Out of hours attendance at meetings may be a frequent occurrence

## Other relevant information

### Gender Equality, Diversity and Inclusion

We are creating an environment of:

- Respect – treating people as individuals and valuing their contribution to Mallee CMA
- Flexibility – acknowledging the benefits of change and balance in meeting stakeholder and staff needs
- Support – achieving organisational outcomes and growth through understanding
- Sustainability – develop strategies that support economic, social and environmental responsibilities
- Safety – creating a safe environment for difference
- Awareness – identifying your own beliefs and biases and the uniqueness of others

### Flexible work place

We want flexibility to be embraced by all demographic groups and at all stages in our careers. Thinking about how we design jobs and working environments so that it makes it easier for all of our people to work in a flexible way is a starting point. It's important to note that the type of flexible work engaged in will vary with the nature of the job and the business area. Change and the quality of how we communicate are the key to success allowing, managers and employees the opportunity to be adaptable to the ongoing changing environment in which we work.

### Health and Safety

Mallee CMA is committed to the effective management of occupational health, safety and wellbeing, which ranks equally with all other operational considerations. It is the aim of Mallee CMA to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health and safety, and providing the resources for its successful implementation and continuous improvement.

### Privacy

The collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

### Pre-employment Screening

As part of the recruitment process you may be required to undergo pre-employment screening.



### Position Description Approved

The details contained in this Position Description are an accurate statement.

Chief Executive Officer

23/01/2023

Date

As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.

/ /

Incumbent

Date