

# Position Description

<b>CMA PD No.</b>	CMA PD 117		
<b>Position title</b>	Project Officer Environmental Water		
<b>Team</b>	Environmental Water		
<b>Location</b>	Mildura		
<b>Position tenure</b>	Two years (extension 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>	Band 7	<b>Salary range</b>	\$72,339.97 - \$79,626.26
<b>Delegation</b>	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
<b>Child Safe Position</b>	Working with Children Check required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## About 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**

This position provides support to the Manager Environmental Water and Floodplains in the effective and efficient management of The Living Murray (TLM) initiative including functions and services in accordance with the Mallee Regional Catchment Strategy, the Basin Plan and associated strategies and action plans on behalf of the Mallee CMA.

The role assists in the development, management, and implementation of The Living Murray initiative. TLM is one of Australia's largest river restoration programs, which aims to protect and restore biodiversity in complex wetland systems within the Murray Darling Basin and deliver cultural outcomes for First Nation peoples and delivery against the Environmental Watering Plan obligations as set out in Chapter 8 of the Basin Plan, with a particular focus on the Hattah Lakes Icon Site. The role requires maintaining current ecological knowledge, analysis of data and communication of information to internal and external stakeholders. It will involve reviewing reports and recommendations and using new information to inform planning and project development. In addition to the direct TLM link, the role assists and contributes to the wider environmental water unit as needed, to enable the efficient delivery of environmental watering programs throughout the Mallee CMA region.

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 Business Objective 2 to protect and enhance the region's natural, cultural and productive values.

## Responsibilities

- Participate in The Living Murray (TLM) Icon Site Management.
- Coordinate contractors for TLM program.
- Contribute to communications for TLM program.
- Prepare project plans for TLM Condition and Intervention Monitoring programs.
- Coordinate planning, procurement, delivery and reporting of all Weir Pool Manipulation Project activities.
- Undertake procurement and contract management for TLM projects.
- Review and update Environmental Water Resource Plans as required.
- Draft Seasonal Water Proposals.
- Contribute to the delivery of environmental water to the TLM Icon Sites.
- Undertake photo point and other monitoring at environmental watering sites.
- Maintain regular contact with landholders of watering sites.
- Update databases and spatial outputs for TLM and watering programs as required.
- Attend meetings for programs as required.
- Work collaboratively with all members of the Environmental Water team to ensure consistent and informed approach to executed work activities.
- Manage own time, set priorities, plan and organise work so as to achieve specific objectives within the resources available and set time frames. Contribute stories, ideas and highlights for potential media releases or communication publications.
- Additional tasks may include minute-taking, formalising agendas, liaising with stakeholders, and coordination of attendees.

## Key Selection Criteria

- Degree qualification in Environmental Management, NRM or equivalent/related discipline and/or relevant experience
- An understanding of NRM in relation to waterways, including floodplains, wetlands and rivers and the ecological processes as they relate to environmental watering.
- Demonstrated experience in program and/or project management, delivering community and /or environmental benefits and outcomes.
- Highly developed written skills demonstrating a high attention to detail.
- Implementation of effective strategies used to plan and facilitate engagement activities demonstrating an ability to establish and maintain rapport with key stakeholders and local communities.
- Demonstrated ability to prioritise, and manage time and multiple demands in order to meet tight deadlines.

## Key Relationships

<b>Reports to</b>	Manager Environmental Water and Floodplain
<b>Responsible for</b>	Nil
<b>Internal liaisons</b>	Environmental Water Team (Information Sharing, Support, Collaboration, Program Delivery)
<b>External liaisons</b>	<p>Department of Energy Environment and Climate Action (Investor)</p> <p>Parks Victoria (Land Manager)</p> <p>Victorian Environmental Water Holder (Key Stakeholder)</p> <p>Murray Darling Basin Authority (Investor)</p> <p>Community Groups (Key Stakeholder)</p> <p>Traditional Owners (Key Stakeholder)</p>

Core Capability/Sub Capability	Capability Level Descriptor
<b>Natural Resource Management</b> <ul style="list-style-type: none"> <li>Local NRM L2</li> <li>Knowledge of Natural Resource Management Assets L2</li> </ul>	<p>Investigate and understand issues locally to manage natural resources effectively.</p> <p>Builds knowledge of NRM assets and integrates management techniques and plans.</p>
<b>Leadership and Excellence</b> <ul style="list-style-type: none"> <li>Strategic Focus L2</li> <li>Team Dynamics L2</li> </ul>	<p>Contributes to teamwork plans that incorporate clear targets and goals linked to the Corporate Plan and strategies.</p> <p>Offers informed and constructive input and feedback to team discussions, assists and supports other staff in dealing with difficult issues</p>
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Change Management L2</li> <li>Creativity and Innovation L1</li> </ul>	<p>Supports change management and assists others to adapt and adjust to organisational change in an appropriate manner.</p> <p>Identifies ways to do things better, develops ideas with others and assists with the implementation of changes to routine work practices</p>

<p><b>Community and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Partnerships and Collaboration L2</li> <li>• Community Value L2</li> <li>• Builds Trust L1</li> </ul>	<p>Obtains interested parties' feedback on analysis, alternatives and /or decisions. Works directly with the interested parties throughout the process to ensure concerns and aspirations are consistently understood and considered.</p> <p>Has detailed understanding of local communities and groups that we work with and delivers information to build community capacity for NRM.</p> <p>Respects the right for privacy and confidentiality of all interested parties in accordance with policy and legislation.</p>
<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Project Management L3</li> <li>• Budget Management L2</li> <li>• Procurement and Contract Management L2</li> </ul>	<p>Produces project plans where outcomes are clearly defined and action steps for achievement are clearly specified.</p> <p>Prepares project budgets and reviews and manages budget in accordance with contract outputs.</p> <p>Develops contract specifications, gathers quotes and prepares draft contracts in accordance with policy.</p> <p>Develops KPIs for contractors and monitors performance in the field ensuring work meets contractual project requirements</p>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Time Management L2</li> <li>• Accountability L2</li> <li>• Problem Solving L2</li> </ul>	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p> <p>Listens respectfully, facilitates the resolution of interested parties and colleagues' problems in respectful ways.</p>
<p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• OHSW L1</li> </ul>	<p>Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with policy and procedure.</p> <p>Reports incidents/hazards/injury and proactively works to improve OHS&amp;W.</p>

Personal Attribute	Descriptor
Self-disciplined	<p>Manages own time to achieve key outcomes.</p> <p>Avoids distraction and diversions.</p> <p>Is organised and methodical.</p>
Resilient	<p>Recovers from setbacks.</p> <p>Constructively overcomes obstacles and impediments.</p> <p>Learns from experience and identifies areas for self-development</p>
Flexible	<p>Adapts to changing circumstances in the workplace.</p> <p>Prioritises work and addresses what is most important.</p> <p>Takes advantage of new and emerging opportunities.</p>

### Qualifications

- Degree in Environmental Management, NRM or equivalent/related discipline and/or relevant experience
- Drivers Licence

### Position specific requirements

- Demonstrated experience in project management or similar.
- Out of office attendance at meetings may be required.
- Travel and overnight stay may be required.

### Other relevant information

#### Gender Equality, Diversity and Inclusion

Our gender equality, diversity and inclusion culture starts with you. 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 workplace

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 key to success and 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 safety and wellbeing 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.		As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.	
_____	/ /	_____	/ /
Chief Executive Officer	Date	Incumbent	Date