

POSITION DESCRIPTION

Position Title	Project Officer		
Department	Water Infrastructure		
Position Reports To	Senior Project Officer, Water Infrastructure		
Direct Reports	Nil	Indirect Reports	Nil
Employment Type	Fixed Term, 10 - 12 weeks	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 significant Aboriginal cultural values, 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 and ecological communities.

Our purpose is to be the regional leader working with Traditional Owners, 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, Responsiveness, Impartiality, Respect and Human Rights.

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Position Purpose

The Project Officer, Water Infrastructure is responsible for supporting a range of waterway infrastructure projects and programs to support the delivery of the Regional Waterway Strategy. This role primarily includes supporting the management of the Barwon River through Geelong but will support other projects as required.

Accountabilities

Corporate governance and financial management

- Manage expenditure, resources and time allocations within clear standards and procedures.
- Ensure compliance with relevant legislation, regulatory and statutory obligations and responsibilities related to the Program.

Operations and Project Management

- Contribute to the delivery of Barwon River through Geelong program / projects and services or elements thereof across the catchment.
- Provide project support for the delivery of projects and programs within the team.
- Support existing partnerships between environment agencies and groups and build relationships with private landholders.
- Contribute to efficient and effective project or program delivery and respond effectively to unplanned issues.
- As a project/field officer you may have opportunity to work across other CCMA projects or directed to do so depending on project requirements.

Communication and Engagement

- Work with the internal communications team to delivery high quality project communications and facilitate promotional opportunities in partnership with external stakeholders and delivery partners.
- Attend and participate in meetings relevant to the positions projects or programs as required.
- Develop effective internal and external partnerships.
- Support the delivery of the Authority's plans and strategies relating to community engagement and participation, and diversity and inclusion.

Leadership and management

- Actively contribute to building and supporting a positive, high performing business culture.
- Participate and contribute to process innovations and continuous improvement.
- Contribute to a customer service focus amongst staff.
- Model the Authority's and the Victorian Public Sector values and behaviours.

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Health, Safety, Wellbeing and Risk Management

- 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.
- Identify, manage and, where appropriate, eliminate or mitigate risks.

Administration

- Actively participate in supervision processes, staff meetings, team planning, professional development, staff training and the Performance Development Planning (PDP) process.
- Comply with all Corangamite CMA policies and procedures, as well as all legislation and standards relevant to role.
- Undertake other duties as directed.

Relationships

Internal - CCMA Board and Staff

External - Other CMA's and authorities, DEECA and Federal Government Departments, Local Government, NGO's, research institutions, community groups and individuals

Performance Level – Band 6

Accountability and extent of authority	May supervise resources, provide advice, provide support to more senior employees. Freedom to act is limited by standards and procedures but with scope to exercise discretion in their application. Decisions are subject to review by someone more senior.
Judgement and decision making	Work is usually well defined with the method used selected from a range of alternatives. Involves problem solving using procedures and guidelines and/or existing knowledge. Guidance available within the time required to make a choice.
Specialist knowledge and skills	Thorough understanding of technology, procedures and processes relevant to unit, understanding of the role and function of senior employees they are supporting and an appreciation of the goals of the organisation. May have

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	professional technical knowledge and skills with no or limited practical experience.
Management skills	Manage own and others time, effectively plan and prioritize to achieve objectives.
Interpersonal skills	Gain cooperation and assistance from others in the administration of defined activities and in the supervision of other employees. Write reports and prepare external correspondence of a routine nature.
Qualifications and experience	Accredited TAFE Certificate with several years' experience, or a higher qualification such as a degree course with lesser relevant work experience, or lesser formal qualifications with substantive work skills relevant to the role.

Key Selection Criteria

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

- Experience working in natural resource management, environmental management, event management and a relevant diploma or degree qualification.
- Strong project delivery knowledge and skills and implementation capabilities.
- High level interpersonal, engagement and communication skills with the ability to build and maintain relationships with key stakeholders.
- Good written and oral communication skills including the ability to prepare correspondence and reports with attention to detail.
- Demonstrated ability to solve minor problems using your knowledge of NRM.
- Demonstrated ability to contribute to a positive, inclusive organisation culture.
- Demonstrated ability to model the CCMA's Approach and the Victorian Public Sector values and behaviours.

Additional Organisation Information

Equal Opportunity

The CCMA offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Diversity and Inclusion

The CCMA encourages applications from people from a diverse range of backgrounds. 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

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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.

In creating a flexible workplace environment the CCMA may ask employees to work across the organisation, in roles that require a similar set of skills, qualifications and experience if it means supporting the organisation to achieve its goals.

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.

Acknowledgement

I have read, understood and accepted the position description.

Signature: _____

Name: _____

Date: _____

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