

Position Description

CMA PD Number	224		
Position title	Integrated Catchment Management Project Officer		
Team	Strategic Planning, Partnerships and Reporting Unit		
Location	Irymple		
Position tenure	Temporary		
Time fraction	1.0 FTE	Job share arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 6-7	Salary range	71,051 - 80,250
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Child Safe Position	Working with Children Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Position Requirements	Driver's Licence <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

About Mallee Catchment Management Authority

Our Vision

Healthy and resilient landscapes being cared for by connected communities.

Our Profile

The primary role of Mallee Catchment Management Authority (CMA) is to facilitate integrated and ecologically sustainable management of natural, cultural, and productive landscapes occurring within the region. Programs and projects are developed to deliver against the region's priorities for these landscapes, as detailed in the Mallee Regional Catchment Strategy (RCS) and its associated sub-strategies and plans. The Mallee RCS is prepared under provision of the *Catchment and Land Protection Act 1994*, in partnership with regional stakeholders, as a framework for strategic action to support and focus the ongoing coordinated efforts of the region's land managers, government agencies and community groups.

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 through vast dryland cropping areas and public reserves.

Mallee CMA investment planning and delivery are informed by the long-term (20 year) and medium-term (6-year) outcome targets established by the RCS for each of the following regional asset themes:

- Biodiversity
- Waterways
- Agricultural Land
- Culture and Heritage
- Community Capacity for Natural Resource Management.

The Mallee CMA also proudly supports Landcare in the Victorian Mallee.

Our values and behaviours

The Mallee CMA Board, management, and employees agree to work by the Victorian Public Service Values and Codes of Conduct. We aim to be a workplace of first choice through the development of a positive can-do culture that strives for excellence.

Position Purpose

The purpose of the position is to support delivery against key areas of Mallee CMA's integrated catchment management (ICM) approach to planning for, monitoring and reporting delivery against regional priorities and targets established by the RCS. This will include:

- Implementing and reporting regional requirements as set out by the Victorian Governments 'Our Catchments Our Communities Framework' (OCOC)
- Supporting the ongoing development and application of the organisation's Monitoring, Evaluation and Reporting (MER) Framework to deliver against both internal and government (state and federal) requirements
- Supporting the ongoing development and application of the organisation's Strategic Planning Framework to meet legislative responsibilities

The role will provide opportunities for learning and skill development in natural resource management (NRM) processes, and experience in planning, evaluating, and reporting environmental projects. This will include the collation, analysis, and dissemination of a broad suite of data (e.g. spatial, financial, output, outcome) as part of project scale and whole of organisation evidence bases.

The role contributes to achieving Mallee Catchment Management Authority Business Objective 2 to protect and enhance the region's natural, cultural and productive values and 3 to strengthen our capacity to operate as a corporately and socially responsible organisation.

Responsibilities

- Implement and report the OCOC 'Catchment Partnerships and Capacity Building' project; ensuring that all deliverables are achieved in compliance with funding requirements (timelines, outputs, budgets) and internal standards
- Coordinate and support operation of the organisation's two Catchment Partnership Committees (CPC) (Water/Biodiversity and Sustainable Agriculture)
- Implement and report the Mallee Community Capacity Monitoring Framework to quantify the effectiveness and impact of community engagement activities
- Coordinate the collation and reporting of output data (spatial and tabular) to meet both investor and internal requirements
- Support development of key reports to deliver against legislative and internal requirements, including the Mallee CMA Corporate Plan, Annual Report, and Condition and Management Report.

- Support review and renewal of key strategic plans to deliver against legislative and internal requirements, including the RCS mid-term review
- Support investment planning and reporting processes, including participation on the statewide 'Regional Investment Coordinators' working group.

Key Selection Criteria

- KSC1: Tertiary Qualification in Natural Resource Management, Social Science, or associated discipline
- KSC2: An understanding of ICM in relation to planning, evaluating, and reporting environmental programs
- KSC3: Demonstrated data management and communication (verbal and written) skills.
- KSC4: Demonstrated ability to prioritise, manage time and multiple demands in order to meet tight deadlines while maintaining a high attention to detail.

Key Relationships

Reports to	General Manager Operations and Strategy
Responsible for	Nil
Internal liaisons	All Units
External liaisons	Department of Energy, Environment and Climate Action (DEECA) Regional Delivery Partners

Core Capability/Sub Capability	Capability Level Descriptor
Natural Resource Management <ul style="list-style-type: none"> • Integrated and Targeted Delivery L1 • Priority Planning L2 	<p>Works across multiple asset types and understands the importance of long-term targeted delivery methods.</p> <p>Investigates the impact of investment on site and supports interested parties in reporting NRM activity.</p>
Professionalism <ul style="list-style-type: none"> • Time Management L2 • Accountability L1 	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Understands role and takes responsibility for work actions and outcomes.</p>
Interpersonal Communications <ul style="list-style-type: none"> • Written Communication L2 • Verbal Communication L2 	<p>Prepares accurate documents and written communications including project publications, digital and print material that incorporates content appropriate for the purpose and audience.</p> <p>Communicates clear, culturally appropriate, respectful, and consistent messages to interested parties and other staff and listens to feedback</p>
Corporate Governance <ul style="list-style-type: none"> • Legislation and compliance L1 	<p>Recognises the formal structure/hierarchy of the organisation and ensures work practices comply with relevant policies and procedures</p>

<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L1 • Procurement and Contract Management L1 • Resources and Promotion L2 	<p>Delivers project outcomes as defined in the project plan and maintains accurate project records.</p> <p>Adheres to purchasing guidelines, achieves value for money and keeps records. Understands the process of contract management for delivery of services.</p> <p>Investigates and recommends resources and prepares promotional/communication material both digital and print for efficient and effective project delivery.</p>
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Participation, inclusion, and up-skilling L1 • Technology and Systems L2 	<p>Identifies and uses opportunities for learning and skill development in the role and through participation in projects.</p> <p>Respects diversity in the team and supports colleagues.</p> <p>Supports the use of new technology and takes the opportunity to build new skills and identify opportunities to create efficiencies.</p>
<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Partnerships and collaboration L1 • Investors and Networking L2 	<p>Provides the interested parties with balanced and objective information to assist them in understanding the problems, alternatives, or solutions.</p> <p>Keeps up to date with interested parties needs and concerns and provides interested parties with information and advice.</p>

Personal Attribute	Descriptor
<p>Flexible</p>	<p>Adapts to changing circumstances in the workplace.</p> <p>Priorities work and addresses what is most important.</p> <p>Takes advantage of new and emerging opportunities.</p>
<p>Collaborative</p>	<p>Works with others to achieve common goals.</p> <p>Engenders a spirit of teamwork.</p> <p>Inspires trust.</p>

Qualifications

- Tertiary qualification in Natural Resource Management, Social Sciences, or associated discipline

Position specific requirements

- Out of hours attendance at meetings may be required on occasion
- Experienced in the use of Microsoft Office programs and geographic information systems (e.g. ARCGIS).

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
- Safety – creating a safe environment for difference
- Support – achieving organisational outcomes and growth through understanding
- Awareness – identifying your own beliefs and biases and the uniqueness of others
- Flexibility – acknowledging the benefits of change and balance in meeting stakeholder and employee needs.

Flexible and Adaptable

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 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.

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