

Position Description

CMA PD Number	222		
Position title	Executive Manager Murray Floodplain Program		
Team	Operations and Community		
Location	Irymple		
Position tenure	Temporary		
Time fraction	Up to 1.0 FTE	Job share arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	SEO	Salary range	
Delegation	<input checked="" type="checkbox"/> Financial <input checked="" type="checkbox"/> Human Resources <input 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 this position is supporting the General Manager Operations and Community and CEO with integration of the Murray Floodplain Program across the Operations and Community Branch and has direct accountability for the Mallee CMA Victorian Murray Floodplain Restoration Project (VMFRP).

The VMFRP is being delivered in partnership with Lower Murray Water (LMW), Mallee Catchment Management Authority (MCMA), Goulbourn Murray Water (GMW), and North Central Catchment Management Authority (NCCMA).

The role has direct accountability for budget, people, management, and delivery of the Mallee CMA's VMFRP project obligations. The role has oversight of the Traditional Owner relationships, Communications and Engagement Work Stream, Agency Coordination and Relationships Work Stream and the Operational Planning and Baseline Monitoring Work Stream for the central and west project areas.

Responsibilities

- Lead and coordinate the Mallee CMA VMFRP project team and its integration with Mallee CMA's business objectives and operations.
- Act as the conduit between the VMFRP project leadership and the Mallee CMA in consultation with the Mallee CMA General Manager and CEO.
- Oversee community and stakeholder engagement including Traditional Owners via the Manager Strategic Communications through development and implementation of appropriate stakeholder engagement plans and strategies.
- Oversee the development of benefit statements, operational plans, environmental watering plans, Environmental Effects Statement engagement, and environmental monitoring plans for each of the VMFRP sites.
- Oversee the fostering of effective working relationships between partner agencies and regulatory agencies.
- Actively participate as a member of the Operations and Community Senior Management Team to ensure governance and risk is managed effectively.
- Ensures financial, safety, quality and probity functions are effectively managed within the policies and procedures of the Mallee CMA and where relevant VMFRP partner agencies.

The Executive Manager Murray Floodplain Programs is also responsible for providing quality services to the General Manager and CEO in meeting the following accountabilities:

- Managing the effective and efficient day-to-day operations of the Mallee CMA in accordance with the strategy, business plans and policies of the Mallee CMA Board;
- Translating the strategic plans of the Mallee CMA Board into action;
- Maintaining effective communication and co-operation with stakeholders;
- Overseeing the employment and management of employees;
- Implementing Mallee CMA board decisions;
- Providing advice and information to the GM and CEO on the Mallee CMA's operational performance, any material issues concerning reporting obligations, any other matters that arise;
- Preparing content to contribute to the Mallee CMA's Annual Report;
- Maintaining effective budget controls to ensure delivery of contractual obligations;
- Maintaining reporting within the requirements of investor contracts;
- Exercising Human Resources delegated authority to establish an efficient high performing team to deliver on contractual and corporate obligations.

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.

Key Selection Criteria

- KSC1:** Excellent interpersonal and communication skills, including the ability to establish rapport, consult, negotiate, and liaise effectively with a diverse range of people, including service delivery partners, key government agencies and technical specialists.
- KSC2:** Demonstrated ability to be able to remain focused and thrive amid challenging circumstances, due to multiple demands, shifting priorities, and short deadlines that the role entails.
- KSC3:** Proven ability to conduct research, analyse information, explore possibilities, anticipate risks, draw factual conclusions based on evidence, and make independent decisions within organisational frameworks.
- KSC4:** Ability to explain the functions of a floodplain, the ecosystems and biodiversity they support, to be able to lead the program.
- KSC5:** Demonstrated evidence in the management of large or complex projects, including management of budget, contract and staff performance standards that enable the successful achievement of the organisation's objectives.

Key Relationships

Reports to	General Manager, Operations and Community
Responsible for	4 - 10 Employees
Internal liaisons	CEO Environmental Water Team
External liaisons	Partnership Arrangement – Lower Murray Water, Parks Victoria, North Central

	<p>Catchment Management Authority, Goulburn Murray Water</p> <p>The Victorian Department of Energy Environment and Climate Action</p> <p>First Peoples State Relations</p> <p>Commonwealth Department of Climate Change, Energy, the Environment and Water</p> <p>Community Interest Groups – water users (urban and rural), environmental lobbyists, private land holders, recreational fishing groups, scientific community</p> <p>Research Bodies – Mallee Regional Innovation Centre, Arthur Rylah Research Institute, CSIRO</p> <p>Traditional Owners (TOs) – up to 12 nations including Registered Aboriginal Parties (RAPs)</p> <p>Local Government Agencies – MRCC, SHRC</p> <p>Commonwealth and State Environmental Water Holders</p>
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Core Capability/Sub Capability	Capability Level Descriptor
<p>Leadership and Excellence</p> <p>Direction and Purpose L3</p> <p>Strategic Focus L3</p> <p>Team dynamics L4</p> <p>Style and Approach L3</p>	<p>Celebrates and rewards the achievement of outcomes that contribute to Mallee CMAs vision.</p> <p>Develops objectives with clear targets and goals, to meet Corporate Plan objectives and KPIs supporting the implementation of the RCS.</p> <p>Creates an organisational environment that supports collaboration and engenders a team spirit where staff are confident to provide input to ideas and decision making.</p> <p>Models' self-awareness, self-management and social awareness in communications, problem solving and conflict resolution</p>
<p>Community and Stakeholder Engagement</p> <p>Community Value L3</p> <p>Partnerships and collaboration L3</p> <p>Investors and Networking L3</p> <p>Builds Trust L4</p>	<p>Maintains and fosters engagement to empower the community to manage and implement change and capture local knowledge.</p> <p>Actively identifies and analyses new interest groups and partners with the interested parties in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.</p> <p>Monitors interested parties' satisfaction. Reviews and manages initiatives in response to changing needs of relevant interested parties.</p> <p>Promotes effective engagement practices and monitors participation levels valuing transparency and impartiality in the pursuit of building trust and empowering interested parties</p>
<p>Corporate Governance</p>	<p>Manages work practices to comply with relevant legislation and interested parties' requirements.</p>

<p>Legislation and Compliance L3</p> <p>Quality and Risk Management L3</p> <p>OHS&W L3</p> <p>Financial Management L3</p>	<p>Delivers, reviews, and implements organisation wide quality and risk management systems ensuring governance and Board requirements are met and delivered.</p> <p>Delivers, reviews, and implements organisation wide systems for the health and wellbeing of staff and compliance with OHS&W legislation and Board requirements. Addresses legal notices and reports notifiable incidents.</p> <p>Manages work practice and systems to comply with the Financial Management Act 1994, Financial Reporting Directions (FRDs) and Australian Accounting Standards</p>
<p>Natural Resource Management</p> <p>Knowledge of NRM Assets L3</p> <p>Local NRM Issues L3</p> <p>Integrated and Targeted Delivery L3</p> <p>Cultural Heritage L3</p> <p>Priority Planning L3</p>	<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>Promotes key VMFRP priorities and initiatives and develops programs in consideration of interested parties' issues.</p> <p>Develops and delivers integrated programs targeting greatest return on investment applying regional prioritisation frameworks.</p> <p>Measures the impact of VMFRP programs/projects on the preservation of significant cultural heritage sites. Monitors project compliance.</p> <p>Monitors the impact and effectiveness of programs/projects and evaluates alignment to VMFRP priorities</p>
<p>Professionalism</p> <p>Accountability L3</p> <p>Initiative and Enterprise L3</p> <p>Problem Solving L3</p> <p>Time Management L3</p>	<p>Delegates to develop staff and accepts responsibility for actions of staff and teams under authority.</p> <p>Encourages teams to show initiative and looks for ways to work more dynamically.</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> <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>Continuous Improvement</p> <p>Change Management L3</p> <p>Participation, Inclusion and Upskilling L3</p>	<p>Implements change management processes and monitor's progress. Makes changes to work methods to improve outcomes, corrects problems promptly.</p> <p>Establishes systems and processes for reviewing skills and professional development.</p> <p>Selects diverse team members to add value to project outcomes.</p>



<p>Program Management</p> <p>Funding Bids L4</p> <p>Program Development L4</p> <p>Sustainability L4</p> <p>Achieving Results L4</p>	<p>Understands funding and budgetary cycles and is a strong advocate when negotiating for resources with government or other sources of revenue.</p> <p>Ensures programs are integrated and supportive of each other, establishes KPIs for program areas, encourages strong results and supports the development of new programs.</p> <p>Ensures viability and sustainability of the organisation through a range of strategies including competitive and collaborative approaches as a leading authority.</p> <p>Supports program managers and specialist staff to achieve program outcomes and excellence as a leading authority</p>
<p>Project Delivery</p> <p>Project Management L4</p> <p>Resources and Promotion L4</p> <p>Budget Management L4</p> <p>Procurement & Contract Management L4</p>	<p>Provides guidance and support to project managers to identify risk and overcome obstacles.</p> <p>Builds overall branch and program resources to support branch needs and project delivery and monitors utilisation/reallocation.</p> <p>Oversees branch budget and key program budgets, manages and</p> <p>reviews program financial performance and ensures availability of adequate resources.</p> <p>Negotiates and establishes contracts, maintains relationships with key interested parties and monitors contractual compliance</p>
<p>Interpersonal Communication</p> <p>Written Communication L3</p> <p>Empathy L3</p> <p>Negotiation L3</p>	<p>Writes accurate reports and program documents that meet audience needs and contain the necessary information to achieve their purpose.</p> <p>Understands and meets the needs of interested parties through the delivery of clear and accurate information about key issues.</p> <p>Negotiates and implements a well-planned course of action to achieve a specific impact</p>

Personal Attribute	Descriptor
<p>Collaborative</p>	<p>Works with others to achieve common goals.</p> <p>Engenders a spirit of teamwork.</p> <p>Inspires trust</p>
<p>Analytical</p>	<p>Reviews arguments and opinions before making judgement.</p> <p>Presents clear and logical points.</p> <p>Takes a systematic approach when building toward improvements.</p>

Resilient	<p>Recovers from setbacks.</p> <p>Adapts to changing circumstances in the workplace.</p> <p>Constructively overcomes obstacles and impediments.</p> <p>Learns from experience and identifies areas for self-development</p>
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Qualifications

- Tertiary qualifications in Natural Resource Management, Environmental Engineering, or related discipline

Position specific requirements

- Five years demonstrated experience in all aspects of project management including oversight of budget and human resources in natural resource management (NRM) or other related discipline.
- Five or more years demonstrated experience as a senior management in the water and/or environmental industry (desirable).
- High-level skills in oral and written communication, negotiation and conflict resolution, and the ability to represent the Mallee CMA in a professional manner in diverse community and political engagement activities, regarding complex and sensitive issues.
- The capacity to oversee the management of a number of projects and programs simultaneously; excellent time management skills with stamina and adaptability to maintain work output in times of pressure.
- The capacity to lead in a clear yet sensitive manner; and ability to motivate employees to perform with a strong customer orientation.
- Proven experience in leading teams and delivering project outcomes for multi-million dollar works projects.
- Out of hours operational requirements are a frequent occurrence.
- Pre-Employment Medical Checks may be required to ensure fitness for work.
- Capacity to work full time from Mildura head office.

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