

# Position Description

<b>CMA PD Number</b>	225		
<b>Position title</b>	Biodiversity Project Officer		
<b>Team</b>	Commonwealth Investment		
<b>Location</b>	Irymple		
<b>Position tenure</b>	Temporary		
<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 6-7	<b>Salary range</b>	
<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 <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 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

This position is supported to build on the foundations of an early career professional or new graduate in the Natural Resource Management (NRM) sector with the view to establish competence in industry specific skills and the processes involved with successful project management. Opportunities for learning and skill development will occur through participation in the planning, delivery, monitoring and reporting of terrestrial biodiversity focused actions (e.g. habitat restoration and protection). This will include the collection, collation, analysis, and dissemination of a broad suite of data (e.g. spatial, output, outcome) as part of project scale and whole of program delivery.

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

- Support project planning and implementation activities, ensuring that all deliverables are achieved in compliance with investor requirements and internal policies and procedures.
- Undertake field-based monitoring as per investor protocols and/or internal standards.
- Support project reporting processes, including data/information collation, quality assurance, analysis, and dissemination.
- Maintain partnerships with public land managers, regional stakeholders, government agencies, First Nations People, Traditional Owners and NRM based community groups to support effective and efficient delivery models.
- Develop communication materials to promote and report program delivery.
- Support the planning and delivery of stakeholder engagement activities.

## Key Selection Criteria

KSC1: Tertiary Qualification in Environmental Management or associated discipline

KSC2: An understanding of NRM in relation to planning, evaluating, and reporting environmental programs

KSC3: Demonstrated data management and communication (verbal and written) skills

KSC4: Demonstrated experience in field-based monitoring activities

KSC5: Demonstrated ability to prioritise, manage time and multiple demands in order to meet tight deadlines while maintaining a high attention to detail.

## Key Relationships

<b>Reports to</b>	Senior Manager Biodiversity and Sustainable Agriculture
<b>Responsible for</b>	Nil
<b>Internal liaisons</b>	Commonwealth Investment Team
<b>External liaisons</b>	Regional Delivery Partners Contractors Public and Private Land Managers Community Groups

Core Capability/Sub Capability	Capability Level Descriptor
<b>Natural Resource Management</b> <ul style="list-style-type: none"> <li>Knowledge of NRM assets L2</li> <li>Priority Planning L2</li> </ul>	Builds knowledge of NRM assets and integrates management techniques and plans  Investigates the impact of investment on site and supports interested parties in reporting NRM activity.
<b>Professionalism</b> <ul style="list-style-type: none"> <li>Time Management L2</li> <li>Accountability L1</li> </ul>	Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.  Understands role and takes responsibility for work actions and outcomes.
<b>Interpersonal Communications</b> <ul style="list-style-type: none"> <li>Written Communication L2</li> <li>Verbal Communication L2</li> </ul>	Prepares accurate documents and written communications including project publications, digital and print material that incorporates content appropriate for the purpose and audience.  Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback
<b>Corporate Governance</b> <ul style="list-style-type: none"> <li>OHS&amp;W L1</li> </ul>	Ensures work practices support employee wellbeing, personal safety, and the safety of others in accordance with policy and procedure.  Reports incidents/hazards /injury and proactively works to improve OHS&W.
<b>Project Delivery</b> <ul style="list-style-type: none"> <li>Project Management L1</li> <li>Procurement and Contract Management L1</li> <li>Resources and Promotion L2</li> </ul>	Delivers project outcomes as defined in the project plan and maintains accurate project records  Adheres to purchasing guidelines, achieves value for money and keeps records. Understands the process of contract management for delivery of services.

	Investigates and recommends resources and prepares promotional/communication material both digital and print for efficient and effective project delivery.
<b>Leadership and Excellence</b> <ul style="list-style-type: none"> <li>• Team dynamics L2</li> </ul>	Offers informed and constructive input and feedback to team discussions, assists and supports other employees in dealing with difficult issues
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>• Participation, inclusion and up-skilling L1</li> <li>• Technology and Systems L2</li> </ul>	<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>
<b>Community and Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>• Partnerships and collaboration L1</li> <li>• Investors and Networking L1</li> </ul>	<p>Provides the interested parties with balanced and objective information to assist them in understanding the problems, alternatives, or solutions</p> <p>Use a range of networks to support outcomes and interested parties' priorities</p>

Personal Attribute	Descriptor
<b>Flexible</b>	<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>
<b>Collaborative</b>	<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
- 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