

# Position Description

<b>CMA PD Number</b>	182		
<b>Position title</b>	<b>Project Officer Salinity &amp; Irrigation</b>		
<b>Team</b>	Salinity and Irrigation		
<b>Location</b>	Irymple		
<b>Position tenure</b>	Permanent		
<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>	
<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 works in the dynamic and challenging area of sustainable irrigation and salinity management. The position will support and implement a range of priority projects across irrigation development and salinity management.

The Salinity and Irrigation Project Officer will play a key role in coordinating and supporting the effective and efficient management of the Mallee CMA salinity and irrigation management programs, functions and services in accordance with the Mallee Regional Catchment Strategy (2013-2019) and the Victorian Mallee Irrigation Region Land and Water Management Plan.

The position is responsible for coordinating and supporting the delivery of integrated programs which achieve irrigation efficiency, deliver salinity benefit and meet reporting obligations. The position will give active support helping to deliver the Mallee irrigation incentive program, helping to deliver irrigation drainage and groundwater monitoring activities, interpret and maintain data sets, assist in salinity policy development and gain co-operation and assistance of stakeholders to deliver the Mallee Regions salinity and irrigation management frameworks.

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 Objective 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM).

## Responsibilities

- Coordinate implementation of the Irrigation Incentive Program
- Coordinate the annual irrigation drainage and groundwater monitoring programs
- Coordinate implementation of various projects within the Annual Salinity Investment Program
- Coordinate implementation of the Victorian Mallee Irrigation Region Land and water Management Plan.
- Coordinate monitoring of water resources and the impact of irrigation on river salinity in the Victorian Mallee.
- Support implementation of the Salinity and Irrigation Engagement Strategy.
- Support the maintenance of contemporary knowledge associated with salinity management and irrigation development.
- Support Accountable Action reviews and the implementation of recommendations.

## Key Selection Criteria

KSC1: Demonstrated ability to research issues and solve problems; with a capacity to source, collate, analyse and interpret anecdotal and scientific datasets.

KSC2: Highly developed communication and interpersonal skills demonstrating the ability to establish rapport with service delivery partners, key government agencies and technical specialists.

KSC3: An understanding of program/project management, including contract management and procurement processes.

## Key Relationships

<b>Reports to</b>	Manager Salinity and Water Quality
<b>Responsible for</b>	Nil
<b>Internal liaisons</b>	Salinity and Irrigation Team
<b>External liaisons</b>	<p>Department of Environment Land Water and Planning Department of Environment, Energy and Climate Action (DEECA)</p> <p>Agriculture Victoria</p> <p>Water Corporations</p> <p>Salinity Accountability Advisory Committee</p> <p>Consultative Committees</p>

Core Capability/Sub Capability	Capability Level Descriptor
<p><b>Natural Resource Management</b></p> <ul style="list-style-type: none"> <li>• Knowledge of NRM assets L2</li> <li>• Local NRM issues L2</li> <li>• Priority Planning L1</li> </ul>	<p>Builds knowledge of NRM assets and integrates management techniques and plans.</p> <p>Investigates and understands issues locally to manage natural resources effectively.</p> <p>Understands the priority planning framework and performs role consistent with job requirements.</p>
<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Project Management L2</li> <li>• Procurement and Contract Management L2</li> <li>• Resources and Promotion L1</li> </ul>	<p>Monitors project performance and provides accurate and timely project reporting. Reports project variations.</p> <p>Develops contract specifications, gathers quotes and prepares draft contracts in accordance with policy. Develops KPIs for contractors and monitors performance in the field ensuring work meets contractual project requirements.</p> <p>Respects and takes care of equipment. Provides input into project promotional/communication material.</p>

<p><b>Interpersonal Communication</b></p> <ul style="list-style-type: none"> <li>• Written Communication L2</li> <li>• Verbal Communication L2</li> <li>• Negotiation L2</li> </ul>	<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> <p>Adapts the content, style, message or tone with the aim of managing objections, needs and viewpoints in order to reach a suitable agreement</p>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Initiative and enterprise L1</li> <li>• Accountability L2</li> <li>• Time Management L2</li> </ul>	<p>Contributes to ideas about how to improve work practices.</p> <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p> <p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities</p>
<p><b>Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Technology and Systems L1</li> <li>• Participation, Inclusion and Up-skilling L1</li> <li>• Creativity and innovation L1</li> </ul>	<p>Uses technology and software applications effectively in relation to task requirements.</p> <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>Identifies ways to do things better, develops ideas with others and assists with the implementation of changes to routine work practices.</p>
<p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• OHS&amp;W L1</li> </ul>	<p>Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with police and procedure.</p> <p>Reports incidents/hazards/injury and proactively works to improve OHS&amp;W.</p>

Personal Attribute	Descriptor
<p><b>Analytical</b></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>
<p><b>Self-disciplined</b></p>	<p>Manages own time to achieve key outcomes.</p> <p>Avoids distraction and diversions.</p> <p>Is organised and methodical.</p>

<b>Flexible</b>	<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>
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## Qualifications

- Degree in Science, Natural Resource Management or equivalent

## Position specific requirements

- This role is suited to a graduate qualified candidate who wishes to develop project delivery and management skills.
- Specific knowledge regarding sustainable irrigation and salinity impact management while advantageous, is not a prerequisite.
- Success in this role will be achieved with naturally strong interpersonal skills that allow for effective communication to build trusting relationships. It requires an understanding and development of investigative and reporting skills to gather and share data effectively and also knowledge of project principles and processes, including contract management and procurement.

## 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