

Position Description

Position Title	Floodplain Approvals Project Officer		
Team	Operations and Community		
Location	Mildura		
Position tenure	Temporary to 30th June 2024 (extension subject to funding)		
Time Fraction	FTE 1.0	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	BAND 8	Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	NIL		

About the Mallee Catchment Management Authority (CMA)

Our Vision

Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes.

Our Profile

The Mallee CMA's primary responsibility is to ensure that natural resources in the region are managed in an integrated and ecologically sustainable way. We are the peak body for the delivery of natural resource programs in the Mallee. Our work is based on science and delivered through meaningful partnerships with government agencies, local organisations such as Landcare, and community groups in the Victorian Mallee.

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 to the vast dryland cereal and wheat crops of the Wimmera.

The Mallee CMA's responsibilities include the management of:

- Waterways
- Biodiversity (including vegetation restoration and threatened species recovery)
- Floodplains
- Salinity
- Land and soil health



The Mallee CMA also fulfils responsibilities in regional funding coordination in natural resource management community involvement and education; cultural heritage protection; and monitoring and reporting on the health of the catchment. The Authority also proudly supports Landcare in the Victorian Mallee.

Our culture and behaviours

The Mallee CMA is committed to ensuring staff have the necessary skills and support to deliver successful and sustainable outcomes for our community, environment and landscapes. We are a committed and dedicated team who continue to strive for best practice outcomes for the region and the environment.

Position objective

The role is responsible for delivering against statutory requirement for permits, referrals and advice associated with waterway and floodplain management, as set out under the Water Act 1989 and Planning and Environment Act 1987.

The role provides expert advice/project management to assist the Floodplain Manager in the implementation of the Mallee Floodplain Management Strategy with key partner agencies. The provision of advice is also required to the Incident Controller (IC) within an Incident Control Centre (ICC) for flood events within the Mallee CMA region.

The role is also responsible for providing cultural heritage assessment reports, including clear recommendations from the Heritage Advisor and Traditional Owners (where possible) to the protection of Aboriginal Heritage and to inform project delivery.

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

Core responsibilities and duties

- The role is responsible for coordination and support in the delivery of the Mallee Floodplain Management Strategy.
- The role will be responsible for coordination of delivery and reporting of the MCMA Waterway Statutory Functions project in accordance with investor requirements and internal standards. This includes delivering against statutory requirements for permits, referrals and advice associated with waterway and floodplain management, as set out under the Water Act 1989 and Planning and Environment Act 1987.
- The measurements of success in the role will include increasing awareness, participation and understanding of floodplain management across our region.
- The role will be responsible to coordinate the cultural heritage assessment reports and provide recommendations to protect Aboriginal Heritage and inform project delivery in consultation with the flood plain manager.

Qualifications

- Tertiary qualification in town Planning, engineering, environmental management and/or natural resource management or relevant experience in a related field.

- Drivers Licence

Position specific requirements

- 5+ years' experience in a similar role
- Out of hours attendance at meetings may be a frequent occurrence
- Sound knowledge and understanding of floodplain management
- Provide flood intelligence in an Incident Control Centre during regional floods
- Travel outside our region for meetings may be a requirement.

Personal Attribute	Descriptor
Self-disciplined	Manages own time to achieve key outcomes Avoids distraction and diversions Is organised and methodical
Determined	Researches options and sets a clear path Deals with obstacles and impediments Has clear goals
Flexible	Adapts to changing circumstances in the workplace Prioritises work and addresses what is most important Takes advantage of new and emerging opportunities

Relationships

Reports to:	Manager State investment and Floodplain
Responsible for:	Nil
Internal liaisons:	Operations and Community unit project staff All internal staff as required
External liaisons:	Local Government (Referral Service) DELWP State Floodplain Management Team (Service Delivery) General Public (Advice) Heritage Advisor (Advice) Traditional Owners (Stakeholder) Other CMAs (Stakeholder) State Emergency Services (Incident Control)

Other relevant information

Diversity and Inclusion

Our diversity and inclusion culture starts with you. 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 staff needs We encourage our people to challenge the norms and to “think outside the box,” while respecting and valuing those we service and with whom we work.

We will aim to:

- Model inclusive leadership becoming an employer of choice in our region;
- Model our workforce diversity with community diversity delivering services that meet the community needs for managing our natural resources;
- Ensure workforce policies and procedures reflect diversity and inclusion principles;
- Informed culture around unconscious bias behaviours improving our decision-making practices;
- Develop awareness programs for personal and team development engendering a culture of inclusion in everything we do; and
- Improve employee engagement in process, growth and team development.

Flexible work place

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 of 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.

Addendum – Capabilities and responsibilities descriptor

Responsibilities	Core Capability/Sub Capability	Capability Level Descriptor
<ul style="list-style-type: none"> Coordinate delivery and reporting of the MCMA Waterway Statutory Functions project in accordance with investor requirements and internal standards. This includes delivering against statutory requirements for permits, referrals and advice associated with waterway and floodplain management, as set out under the Water Act 1989 and Planning and Environment Act 1987. Coordinate and support engagement of the Mallee Floodplain Management Strategy (FMS) Implementation Steering Committee. Support implementation of the Mallee Floodplain Management Strategy's (FMS) in consultation with the MCMA Floodplain Manager and the FMS Implementation Committee. This includes development & delivery of Management Actions under the Regional Works Plan. Update procedures and planning processes as required. Provide advice and support to the Incident Control centre (ICC) for flood events within the Mallee CMA region. Provide advice to the community, councils and other agencies on 	Natural Resource Management <ul style="list-style-type: none"> Priority Planning L3 	Monitors the impact and effectiveness of programs/projects and evaluates alignment to NRM priorities.
	Community and Stakeholder Engagement <ul style="list-style-type: none"> Partnerships and Collaboration L2 Investor and Networking L2 	Obtains interested parties' feedback on analysis, alternatives and /or decisions. Works directly with the interested parties throughout the process to ensure concerns and aspirations are consistently understood and considered. Keeps up to date with interested parties needs and concerns and provides interested parties with information and advice.
	Professionalism <ul style="list-style-type: none"> Time Management L2 	Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.
	Interpersonal Communication <ul style="list-style-type: none"> Written Communication L2 Verbal Communication L3 	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
	Leadership and Excellence <ul style="list-style-type: none"> Team Dynamics L2 	Offers informed and constructive input and feedback to team discussions, assists and supports other staff in dealing with difficult issues.



<p>flooding and waterway management.</p> <ul style="list-style-type: none"> • Represent the MCMA on the statewide Floodplain Managers Forum and other stakeholder meetings as required. • Coordinate the cultural heritage assessment reports and provide recommendations to protect Aboriginal Heritage and inform project delivery in consultation with General Manager Operations and Community. • Work collaboratively with staff across the business to ensure the best possible planning outcomes. • Good attention to detail and follow process. • Good working knowledge of Flood Zoom application. • Prepare detailed funding proposals as new opportunities arise. • Prepare reports on relevant Mallee CMA programs and projects to meet requirements of the Chief Executive Officer, The Board, Implementation Committees and investors. • Manage own time, set priorities, plan and organise own work and that of supervised employees so as to achieve specific objectives within the 	<ul style="list-style-type: none"> • Style and Approach L2 	<p>Demonstrates effective and appropriate interpersonal skills e.g. active listening, empathy in all verbal and non-verbal communications.</p>
	<p>Program Management</p> <ul style="list-style-type: none"> • Funding Bids L2 	<p>Supports efforts to secure funding for programs by providing quality data and project information</p>
	<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L2 • Budget Management L2 • Procurement and Contract Management L2 	<p>Monitors project performance and provides accurate and timely project reporting. Reports project variations.</p> <p>Prepares project budgets and reviews and manages budget in accordance with contract outputs.</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>Continuous Improvement</p> <ul style="list-style-type: none"> • Change Management L1 • Technology and Systems L1 	<p>Maintains a positive approach to change and demonstrates flexibility and adaptability in relation to new and different ways of working.</p> <p>Uses technology and software applications effectively in relation to task requirements.</p>
	<p>Corporate Governance</p> <ul style="list-style-type: none"> • Quality and Risk Management L2 	<p>Educates and supports the enhancement of quality and risk management practices.</p> <p>Ensures own work complies with accreditation standards and</p>



<p>resources available and set time frames.</p>	<ul style="list-style-type: none"> • OHS&W L1 • Legislation and Compliance L1 	<p>implements procedures to minimise/eliminate negative outcomes and improve practice.</p> <p>Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with policy and procedure.</p> <p>Reports incidents/hazards/injury and proactively works to improve OHS&W.</p> <p>Recognises the formal structure/hierarchy of the organisation and ensures work practices comply with relevant policies and procedures.</p>
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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