

Position Description

Position Title	Program Coordinator waterways and wetlands		
Team	State Investment		
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	SEO	Salary Range	\$92,511.77
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	Up to five (5)		

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 position is responsible for the development, management and implementation of multi-disciplinary projects including the waterway health projects, Biodiversity Response Plan, employment programs and any other State Investment programs. Some key projects include the delivery of on-ground work activities to enhance the riparian environment surrounding waterways and wetlands, pest plant and animal control and statutory approval processes to deliver such works.

Key responsibilities involve leading State Investment projects within the region to meet priorities of the Regional Catchment Strategy and associated strategies and action plans. The program manager will play a key role developing reports and providing information to internal and external stakeholders, as well as providing advice and recommendations for future planning and programs.

The role contributes to achieving Mallee Catchment Management Authority (CMA) Business Objective 2 to protect and enhance the region's natural, cultural and productive values and 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM).

Core responsibilities and duties

- Delivering key objectives through the waterway health, Biodiversity response planning and other State investment programs.
- The role will include project management of all State investment programs, facilitating completion of projects, within budget and timeframes. The position is responsible for ensuring all requirements are met for monitoring, Evaluation and Reporting (MER) across all State investment programs. The incumbent will be responsible for budget management, reporting back to investors, community and stakeholder engagement activities, contractor management and leading a small team.
- The role requires a strong understanding of biodiversity or environmental science and the connection between environmental and important socio-economic outcomes for the region.
- The measurements of success in the role will include increasing awareness, participation and understanding of waterway management within our community.
- Key projects for the role include coordination and delivery of the waterway health programs, including; the two flagship waterways sites, Merbein Common (There's Nothing Common and Merbein Common) and Kings Billabong (Getting back to the Billabong), Ramsar wetlands at Hattah Kulkyne national park, Our Catchments, Our Communities.

- The Coordinator role is to engage with a wide range of stakeholders, including community, land managers and project partners to enable successful delivery of positive recreational and environmental outcomes.

Qualifications

- Tertiary qualification in Environmental Management, NRM or equivalent experience
- Drivers Licence

Position specific requirements

- 5+ years' experience in a similar role
- Out of hours attendance at meetings may be a frequent occurrence
- Pre-Employment Medical Checks may be required to ensure fitness for work
- Travel outside our region for meetings may be a requirement.

Key Selection Criteria (KSC)

Applicant selection criteria	
KSC1:	Degree qualification in Science, Environmental Management, Ecology, Natural Resource Management (NRM) or a related discipline and substantial experience in a similar role (minimum 5 years).
KSC2:	A thorough understanding of NRM in relation to waterways, including floodplains, wetlands and rivers and the ecological processes as they relate to environmental water delivery.
KSC3:	Demonstrated experience and skills in program, and project contract management of environmental programs.
KSC4:	Well developed analytical and conceptual skills with the ability to investigate issues, develop options and provide recommendations and advice for effective environmental program delivery.
KSC5:	Demonstrated leadership strengths that result in productive and effective relationships and outcomes with staff.
KSC6:	Experience and demonstrated skills in writing detailed/high level reports and funding proposals; such as investor reports.

Personal Attribute	Descriptor
Self-disciplined	Manages own time to achieve key outcomes Avoids distraction and diversions Is organised and methodical
Resilient	Recovers from setbacks



	<p>Constructively overcomes obstacles and impediments</p> <p>Learns from experience and identifies areas for self-development</p>
Flexible	<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>

Relationships

Reports to:	Manager State investment
Responsible for:	Nil
Internal liaisons:	<p>Operations and Community unit project staff</p> <p>All internal staff as required</p>
External liaisons:	<p>Government investors (State and Federal)</p> <p>Other government agencies (Parks Victoria, local councils, Water Corporations)</p> <p>Community groups</p> <p>Other stakeholders</p> <p>Contractors/consultants</p>

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 the development of procurement documents and contracts for terrestrial and waterway health activities. • Ensure delivery and output reporting is complete and accurate as specified in the; Biodiversity Response Planning funding agreements. • Plan for, implement, deliver and report on the Waterway Health projects in accordance with the Victorian Water Programs Investment Framework Funding Agreements 	<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L3 • Budget Management L3 • Procurement and Contract Management L3Resources and Promotion L3 	<p>Produces project plans where outcomes are clearly defined and action steps for achievement are clearly specified.</p> <p>Prepares program and complex project budgets, and reviews financial performance</p> <p>Undertakes honest, transparent and appropriate decision-making practices to determine path to market. Monitors contracts and manages performance of contractors and staff Allocates resources and develops communication plans to ensure project delivery within delegated authority</p>
<ul style="list-style-type: none"> • Manage own time, set priorities, plan and organise own work and that of supervised employees so as to achieve specific objectives within the resources available and set time frames. • Work collaboratively with all members of the State Investment team to ensure consistent and informed approach to executed work activities. • Consult with the community and stakeholders in the planning, delivery and evaluation of the projects. 	<p>Professionalism</p> <ul style="list-style-type: none"> • Time Management L3 • Accountability L3 • Problem Solving L3 	<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>Delegates to develop staff and accepts responsibility for actions of staff and teams under authority Analyses issues and different perspectives and draws sound inferences from information available.</p> <p>Implements systems to address problems and assists teams to take proactive approaches to problem solving.</p>
<ul style="list-style-type: none"> • Prepare reports on relevant Mallee CMA programs and projects to meet requirements of the Chief 	<p>Interpersonal Communications</p> <ul style="list-style-type: none"> • Written Communication L3 • Verbal Communication L3 	<p>Writes accurate reports and program documents that meet audience needs and contain the</p>



<p>Executive Officer, The Board, Implementation Committees and investors.</p> <ul style="list-style-type: none"> • Contribute stories, ideas and highlights for potential media releases or communication publications. • Provide advice to other team members, management and other agencies on an ongoing basis as required. • Prepare detailed funding proposals as new opportunities arise. • Manage budgets, outputs and reporting within the state investment projects programs. • Manage authority staff both employed and contracted with the objective of ensuring best management practice in human resource management, occupational health and safety, selection and recruitment, training and development, employee relations and performance management. • Coordinate and ensure delivery of all MER activities across all state investment programs. 		<p>necessary information to achieve their purpose.</p> <p>Provides informed, meaningful and relevant messages when communicating with staff and interested parties</p>
	<p>Program Management</p> <ul style="list-style-type: none"> • Funding Bids L3 • Program Development L3 • Achieves Results L3 	<p>Prepares funding applications and writes tenders.</p> <p>Manages programs and complex projects, identifies processes, tasks and resources to work to timelines and budget and achieve goals and objectives. Writes policies and strategies for the organisation.</p> <p>Supports program managers and specialist staff to achieve program outcomes and excellence as a leading authority</p>
	<p>Natural Resource Management</p> <ul style="list-style-type: none"> • Local NRM Issues L2 • Knowledge of Natural Resource Management Assets L3 • Cultural Heritage L3 • Priority Planning L3 	<p>Investigates and understands issues locally to manage natural resources effectively.</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>Measures the impact of NRM 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 NRM priorities</p>
	<p>Community and Stakeholder Engagement</p>	<p>Obtains interested parties' feedback on analysis, alternatives and /or decisions. Works directly with the interested parties throughout the</p>



	<ul style="list-style-type: none"> • Partnerships and Collaboration L2 • Community Value L3 • Builds Trust L3 • Investors and Networking L2 	<p>process to ensure concerns and aspirations are consistently understood and considered.</p> <p>Maintains and fosters engagement to empower the community to manage and implement change and capture local knowledge</p> <p>Observes confidentiality arrangements and sensitivities of project outputs with interested parties and manages non-conformance</p> <p>Keeps up to date with interested parties needs and concerns and provides interested parties with information and advice</p>
	<p>Leadership and Excellence</p> <ul style="list-style-type: none"> • Strategic Focus L2 • Team Dynamics L3 • Style and Approach L3 	<p>Contributes to team work plans which incorporate clear targets and goals linked to the Corporate Plan and strategies.</p> <p>Cooperates and develops productive working relationships in the pursuit of team goals and recognises individual contributions publicly.</p> <p>Models self-awareness, self-management and social awareness in communications, problem solving and conflict resolution.</p>
	<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Change Management L2 • Participation, Inclusion and Up-skilling L1 	<p>Supports change management and assists others to adapt and adjust to organisational change in an appropriate manner.</p> <p>Identifies and uses opportunities for learning and skill development in the role and through participation in projects.</p> <p>Respect's diversity in the team and supports colleagues</p>



	<p>Corporate Governance</p> <ul style="list-style-type: none"> • Quality and Risk Management L1 • OHS&W L2 	<p>Ensures work practices and document management comply with quality standards.</p> <p>Risks are identified and reported and contributes to the development of risk management actions.</p> <p>Promotes, educates and supports OHS&W work practices and complies with OHS&W legislation, policy and procedure. Addresses risks and monitors the effectiveness of strategies. Supports employee wellbeing.</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