



PROJECT OFFICER CONTRACTOR MANAGEMENT AND REPORTING POSITION DESCRIPTION

CMA PD 109

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

Position Title	Project Officer Contractor Management and Reporting		
Team	State Investment		
Location	Mildura		
Position Tenure	Temporary to 30th June 2024 (extension subject to funding)		
Time Fraction	1.0 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification		Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	Nil		

Position Purpose
<p>The purpose of this position is to support the effective and efficient delivery of the Mallee Catchment Management Authorities (CMA) State Investment program, functions and services in accordance with the Mallee Regional Catchment Strategy, Mallee Waterway Strategy and associated strategies and action plans.</p> <p>The project officer will have a focus on contractor management and reporting across Mallee CMA riparian Investment programs, while undertaking end to end project management tasks.</p> <p>The Project Officer will play a key role in procurement, contract management, project reporting and coordination of on ground works; The Catfish Connections project, while supporting the team in delivery of other on ground works, Our Catchments Our Communities, Biodiversity Response Planning and Ramsar programs to protect and enhance condition of Mallee waterways, riparian ecosystems and diverse terrestrial environments.</p> <p>The role is accountable for engaging and collaborating with the community and key partners in the development and delivery of on-ground works projects.</p> <p>The role contributes to achieving Mallee CMA Business Objective 2 to protect and enhance the region's natural, cultural and productive values.</p>
Responsibilities
<ul style="list-style-type: none">• Coordinate the development of procurement documents and contracts for terrestrial and waterway health activities.• Support the delivery of activities and outputs as specified in the; Victorian Water Programs Investment Framework Funding Agreement and Biodiversity Response Planning contracts.• Consult with the community in the planning, delivery and evaluation of the projects.

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- Manage own time, set priorities, plan and organise work 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.
- Prepare high level reports on relevant Mallee CMA programs and projects to meet requirements of the Chief Executive Officer (CEO), Board, Implementation Committees and investors.
- 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.
- Provide support for funding applications as required.
- Provide evidence of up to date budget management as required.
- Support contractor management and reporting across all State Investment programs.

Key Relationships

Manager State Investment (Manager)

Program Manager – waterways and wetlands (Project lead for State Investment projects)

Department of Environment Land Water and Planning (Partner)

Mildura and Swan Hill Rural City Councils (Partner)

Parks Victoria and Water Corporations (Partner)

Contracts and Compliance Team (Procurement)

Strategy Reporting Team (Reporting)

Community Members, groups and landholders (Key Stakeholder)

Land Managers (Partner)

Contractor (Service Providers)

Core Capability/Sub Capability	Capability Level Descriptor
<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L2 • Procurement and Contract Management L2 • Resources and Promotion L2 	<p>Monitors project performance and provides accurate and timely project reporting.</p> <p>Reports project variations.</p> <p>Develops contract specifications, gathers quotes and prepares draft contracts in accordance with policy. Develops Key Performance Indicators for contractors and monitors performance in the field ensuring work meets contractual project requirements.</p> <p>Investigates and recommends resources and prepares promotional/communication material both digital and print for efficient and effective project delivery.</p>
<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Partnerships and collaboration L1 	<p>Provides the interested parties with balanced and objective information to assist them in understanding the problems, alternatives or solutions.</p> <p>Maintains basic understanding of local communities and groups that we work with and their needs.</p>

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<ul style="list-style-type: none"> • Community Values L1 	
<p>Interpersonal Communication</p> <ul style="list-style-type: none"> • Written Communication L2 • Verbal Communication L2 	<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. Listens to feedback.</p>
<p>Program Management</p> <ul style="list-style-type: none"> • Funding Bids L1 • Program Development L1 	<p>Supports efforts to secure funding for programs.</p> <p>Contributes to program and project outcomes.</p>
<p>Natural Resource Management</p> <ul style="list-style-type: none"> • Local NRM Issues L1 • Cultural Heritage L1 	<p>Maintains a basic understanding of the NRM issues of the region</p> <p>Understands the importance of managing Cultural Heritage as a regional asset.</p>
<p>Corporate Governance</p> <ul style="list-style-type: none"> • Quality and Risk Management L1 • OHS&W L1 • Legislation and Compliance L2 	<p>Ensures work practices and document management comply with quality standards. Risks are identified and reported and contributes to the development of risk management actions.</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 Occupational Health, Safety and Welfare.</p>
<p>Professionalism</p> <ul style="list-style-type: none"> • Time Management L2 • Accountability L2 • Problem solving L2 	<p>Manages time and maintains quality by using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p> <p>Listens respectfully, facilitates the resolution of interested parties and colleagues' problems in respectful ways.</p>

Personal Attribute	Descriptor
Collaborative	<p>Works with others to achieve common goals.</p> <p>Engenders a spirit of teamwork.</p> <p>Inspires trust.</p>
Self-disciplined	<p>Manages own time to achieve key outcomes.</p> <p>Avoids distraction and diversions.</p> <p>Is organised and methodical.</p>
Flexible	<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>

Licences, Qualifications, Certificates

Essential Requirements

- Tertiary qualifications in Environmental Management or NRM.
- Driver's License.

Position Specific Requirements

- 3+ years' experience in a similar role Out of hours attendance at meetings may be an occasional occurrence.
- Frequent travel and overnight stay may be required.
- Pre-employment medical checks may be required to ensure fitness for work.

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