



POSITION DESCRIPTION

CMA PD 077

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

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| Position Title | Project Officer | |
| Team/Unit | Strategy and Policy | |
| Location | Mildura | |
| Position tenure | 2 Year | Time Fraction 1 |
| Classification | Band 7 | Salary Range \$63,941.04 - \$70,381.37 |
| Financial Delegation | Not applicable | Supervises nil |

Positon purpose

This position provides support in all aspects of strategic planning and reporting relating to the business of the Authority. A key function of the position is to assist in the development, implementation and review of monitoring, evaluation and reporting (MER) frameworks to deliver against both whole of organisation and program scale objectives.

Key relationships

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| Manager, Strategy and Policy (Supervisor) | Department of Agriculture and Water Resources (Investor) |
| Department of Environment Land Water and Planning (Investor) | Department of Economic Development, Jobs, Transport and Resources (Investor) |
| Department of Environment and Energy (Investor) | |

Core capabilities

| Core Capability/Sub Capability | Capability Descriptor | Job Specific Outcomes/Deliverables from RCS and/or Corporate Plan |
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| Project Delivery Project Management Budget Management Procurement & Contract Management | Monitors project performance and provides accurate and timely project reporting. Reports project variations. Prepares program and complex project budgets and reviews financial performance Undertakes honest, transparent and appropriate decision-making practices | Mallee Regional Catchment Management Strategy 1.1. To protect and enhance the environmental value of the Mallee’s watercourses, their associated riparian ecosystems and, in turn, the social, economic and |

Incumbent initials: _____

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| | <p>to determine path to market. Monitors contracts and manages performance of contractors and staff</p> <p>Allocates resource and developed communication plans to ensure project delivery within delegated authority</p> | <p>environmental services that they provide to the community.</p> <p>2.1 To protect and enhance the environmental values of the Mallee’s wetlands and, in turn, the social, economic and environmental services that they provide to the community.</p> <p>3.1 To protect and enhance the present diversity of Mallee threatened species and communities</p> <p>4.1 To protect and enhance the extent, condition and ecological connectivity of high value terrestrial habitat across all Mallee land tenures</p> <p>8.1 To protect the extent and condition of Cultural and Heritage (Indigenous and non-Indigenous) sites across the Mallee Land Tenures</p> <p>9.1 To increase community capacity for, awareness of, and participation in efforts to protect the Mallee’s natural, cultural and agricultural landscapes.</p> |
| <p>Corporate Governance</p> <p>OHS&W</p> <p>Quality and Risk Management</p> | <p>Promotes, educates and supports OHS&W work practices and complies with OHS&W legislation, policy and procedure.</p> <p>Addresses risks and monitors the effectiveness of strategies.</p> <p>Supports employee wellbeing.</p> <p>Educates and supports the enhancement of quality and risk management practices.</p> <p>Ensures own work complies with accreditation standards and implements procedures to minimise/eliminate negative outcomes and improve practice</p> | <p>Corporate Plan 2016-2021</p> <p>Strategic Direction</p> <p>1. Protecting and enhancing the regions natural, cultural and productive assets</p> <p>1.2 Develop and/or review key NRM sub- strategies and action plans as required, in consultation with partner agencies and the community, to deliver protection and enhancement of high priority assets.</p> |

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| <p>Leadership and Excellence</p> <p>Direction and Purpose</p> <p>Strategic Focus</p> <p>Team Dynamics</p> <p>Style and Approach</p> | <p>Celebrates and rewards the achievement of outcomes that contribute to organisation’s vision</p> <p>Develops objectives with clear targets and goals, to meet Corporate Plan objectives and KPIs supporting the implementation of the RCS</p> <p>Offers informed and constructive input and feedback to team discussions, assists and supports other staff in dealing with difficult issues</p> <p>Models self-awareness, self-management and social awareness in communications, problem solving and conflict resolution</p> | <p>4. Meeting the organisations corporate and social responsibilities</p> <p>4.1 Proactively support the Mallee CMA’s state values and behaviours, which align with the Victorian Public Service Code of Conduct</p> <p>4.3 Facilitate opportunities for cross program (internal and external) cooperation and delivery</p> <p>4.4 Develop and implement improved business management systems</p> |
| <p>Community and Stakeholder Engagement</p> <p>Partnerships and collaboration</p> <p>Community Value</p> <p>Investor and Networking</p> | <p>Actively identifies and analyses new interest groups and partners with the interested parties in each aspect of the decision, including the development of alternatives and the identification of the preferred solution</p> <p>Maintains and fosters engagement to empower the community to manage and implement change and capture local knowledge</p> <p>Monitors interested parties’ satisfaction. Reviews and manages initiatives in response to changing needs of relevant interested parties</p> | |
| <p>Professionalism</p> <p>Time management</p> <p>Initiative and enterprise</p> <p>Accountability</p> <p>Problem solving</p> | <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>Encourages teams to show initiative and looks for ways to work more dynamically</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> | <p>Corporate Plan 2016-2021</p> <p>Strategic Direction</p> <p>1.1 Protecting and enhancing the region’s natural, cultural and productive assets</p> <p>1.2 Implement and monitor the Mallee Regional Catchment Strategy (RCS) 2013-19 by working collaboratively with partner agencies and the community to protect and enhance catchment health</p> <p>1.3 Implement, monitor and report against NRM sub-strategies</p> |

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| | | and action plans to deliver protection and enhancement of high priority assets. |
| Natural Resource Management Knowledge of NRM assets Integrated and Targeted Delivery Priority Planning | Continually liaises with key interested parties to ensure full understanding of the issues and builds links to strategy, corporate objectives and outputs Develops and delivers integrated programs targeting greatest return on investment applying regional prioritisation frameworks Monitors the impact and effectiveness of programs/projects and evaluates alignment to NRM priorities | 1.4 Administer and review regional investments in NRM from the Victorian and Australian governments efficiently and effectively to deliver priority outcomes. 3.0 Maintaining and, where required, further developing community capacity for natural resource management |
| Program Management Funding Bids Program Development Achieving results | Prepares funding applications and writes winning tenders 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 Understands roles and responsibilities, fulfils work requirements and achieves program/ performance targets | |
| Interpersonal Communication Written Communication Verbal Communication Negotiation | Writes succinct and clear high level analytical reports, contributes to the RCS and Corporate Plan for the Board, funding bodies and key interested parties Provides informed, meaningful and relevant messages when communicating with staff and interested parties Negotiates and implements a well-planned course of action to achieve a specific impact | |

| Personal Attribute | Descriptor |
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| Flexible | Adapts to changing circumstances in the workplace Prioritises work and addresses what is most important Takes advantage of new and emerging opportunities |

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| Self-disciplined | <p>Manages own time to achieve key outcomes</p> <p>Avoids distraction and diversions</p> <p>Is organised and methodical</p> |
| Analytical | <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> |

License, qualifications and certificates

- Degree in Environmental Management, Science, NRM or related discipline/relevant experience
- Drivers Licence

Position specific requirement

- Experience in leading projects and delivering projects in natural resource management (NRM) or related discipline
- Two (2) years' experience in a similar role
- Out of hours attendance at meetings may be a frequent occurrence

Position description approval

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| <p>The details contained in this Position Description are an accurate statement.</p> | <p>As the incumbent, I have read and understand the statement of capabilities and role requirements as detailed in this document.</p> |
| <p>_____ / /</p> <p>Chief Executive Officer Date</p> | <p>_____ / /</p> <p>Incumbent Date</p> |

File action: To be filed on employee personnel file