



MANAGER SALINITY AND WATER QUALITY POSITION DESCRIPTION

CMA PD 002

“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 | Manager Salinity & Water Quality | | |
| Team | Salinity & Irrigation | | |
| Location | Mildura | | |
| Position Tenure | Permanent | | |
| Time Fraction | 1.0 FTE | Job Share Arrangement | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Classification | | Salary Range | |
| Delegation | <input checked="" type="checkbox"/> Financial <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Not Applicable | | |
| Supervises | <i>3 – 6 staff</i> <i>Multiple Project Teams</i> | | |

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| Position Purpose | |
| <p>The position is responsible for leading salinity and water quality programs in accordance with the Mallee Salinity Management Framework and associated strategies and plans.</p> <p>The program involves delivery of programs in areas such as:</p> <ul style="list-style-type: none"> • Monitoring of groundwater, surface water and irrigation development. • The development and management of programs to mitigate or offset salinity impacts. • The development and management of programs to improve irrigation and drainage management. • Research investigations and assessments into the above and other actions related to works and measures to mitigate or offset salinity impacts across the region. • Fulfilling the State’s obligations under the Murray Darling Basin Agreement. • Regional capacity development. • Development and involvement in the delivery of major salinity projects. <p>KSC1: Degree qualification in Environmental Science, Natural Resource Management (NRM), Geology, Environmental Engineering or a related discipline and substantial experience in a similar role.</p> <p>KSC2: An understanding of Salinity and how it relates to river, floodplain management and primary industries. Experience in this area will be an advantage.</p> <p>KSC3: Demonstrated experience in program, project management, and contract management with a focus on delivering operational and outcomes.</p> | |

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- KSC4: Management of business unit budgets and the production of high-quality reports and advice to the organisation's Board and key stakeholders is essential.
- KSC5: Demonstrated management experience with the ability to ensure complex projects and reporting requirements are maintained to a high standard.
- KSC6: Leadership experience that demonstrates how to drive a positive workplace culture while maintaining professional standards of accountability.

The key to success in this position is managing relationships with investment groups and stakeholders in order to build trust in the programs we deliver and demonstrate excellence in outputs and value for investment. This includes managing multiple contracts, project and contractor performance reporting, budget management and resource collaboration and sharing.

The role manages staff and develops multi-disciplinary project teams from across the organisation to ensure expertise and diversity to deliver programs and manage the expectations of investor groups.

This position is involved in the management of many interesting and exciting projects across a spectrum of areas from groundwater monitoring to offsetting salinity impacts on floodplains.

Responsibilities

- Manages the Salinity and Irrigation program.
- Delivers, reviews and implements organisation wide systems for the health and wellbeing of staff and compliance with OHS&W legislation and Board requirements.
- Addresses legal notices and reports notifiable incidents.
- Educates and supports the enhancement of quality and risk management practices.
- Delegates to develop staff and accepts responsibility for actions of staff and teams under authority.
- Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities; and ensures that key requirements are met.
- Encourages teams to show initiative and looks for ways to work more dynamically.
- Analyses issues and different perspectives and draws sound inferences from information available. Implements systems to address problems and assists teams to take proactive approaches to problem solving.
- Monitors interested parties' satisfaction. Reviews and manages initiatives in response to changing needs of relevant interested parties.
- Observes confidentiality arrangements and sensitivities of project outputs with interested parties and manages non-conformance.
- Maintains high level awareness of the long term impacts on our regional assets and advocates local issues to influence change in state-wide/government policy.
- Develops and delivers integrated programs targeting greatest return on investment applying regional prioritisation frameworks
- Celebrates and rewards the achievement of outcomes that contribute to organisation's vision.

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- Creates an organisational environment which values NRM, supports collaboration and engenders a team spirit where staff are confident to provide input to ideas and decision making.
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Key Relationships

Executive Manager, Business Development and Major Projects (Supervisor)

Investors (Key Stakeholders)

Salinity Accountability Advisory Committee (Member)

Sustainable Irrigation Program Working Group (Member)

Department of Environment Land Water and Planning (Partner, Policy Advocate)

Water Authorities

Department of Economics, Development, Jobs, Transport & Resources ((Partner)

Management Peers (Support, Collaboration, Program Delivery)

Victorian Salt Disposal Working Group (Member)

| Core Capability/Sub Capability | Capability Level Descriptor |
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| Leadership and Excellence <ul style="list-style-type: none"> • Direction and Purpose L1 | <p>Is positive, maintains enthusiasm and understands how own role contributes to achieving organisational vision and objectives.</p> |
| Professionalism <ul style="list-style-type: none"> • Accountability L2 • Time Management L3 • Initiative & Enterprise L3 • Problem Solving L3 | <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</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>Analyses issues and different perspectives and draws sound inferences from information available. Implements systems to address problems and assists teams to take proactive approaches to problem solving.</p> |
| Community and Stakeholder Engagement <ul style="list-style-type: none"> • Investors and Networking L3 • Builds Trust L3 | <p>Monitors interested parties' satisfaction. Reviews and manages initiatives in response to changing needs of relevant interested parties.</p> <p>Observes confidentiality arrangements and sensitivities of project outputs with interested parties and manages non-conformance.</p> |
| Natural Resource Management <ul style="list-style-type: none"> • Local NRM Issues L3 | <p>Promotes key NRM priorities and initiatives and develops programs in consideration of interested parties.</p> |

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| <ul style="list-style-type: none"> Cultural Heritage L1 | Understands the importance of managing cultural heritage as a regional asset. |
| Community and Stakeholder Engagement <ul style="list-style-type: none"> Community Value L3 Builds Trust L2 Partnerships and Collaboration L1 | <p>Maintains and fosters engagement to empower the community to manage and implement change and capture local knowledge.</p> <p>Role model's privacy and confidentiality for all interested parties, building trust, in accordance with policy and legislation.</p> <p>Provides the interested parties with balanced and objective information to assist them in understanding the problems, alternatives or solutions.</p> |
| 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. |
| Corporate Governance <ul style="list-style-type: none"> Quality and Risk Management L1 OHS&W L1 Legislation and Compliance L3 | <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. Reports incidents/hazards/injury and proactively works to improve OHS&W.</p> <p>Manages work practices to comply with relevant legislation and interested parties' requirements.</p> |
| Interpersonal Communication <ul style="list-style-type: none"> Written Communication L3 | Writes accurate reports and program documents that meet audience needs and contain the necessary information to achieve their purpose. |
| Project Delivery <ul style="list-style-type: none"> Budget Management L3 | Prepares program and complex project budgets, and reviews financial performance. |
| Continuous Improvement <ul style="list-style-type: none"> Creativity and Innovation L3 | Constantly looks for continuous improvement opportunities and encourages new and different approaches and solutions that will deliver benefits beyond interested parties' expectations. Establishes ways to capture, communicate and share innovative ideas and practices. |

| Personal Attribute | Descriptor |
|--------------------------------|---|
| Creative and innovative | <p>Value-adding</p> <p>Provides a competitive approach</p> <p>Finds ways to work better and smarter</p> <p>Generates options and ideas</p> <p>Is open to change and alternatives.</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> |
| Collaborative | <p>Works with others to achieve common goals</p> <p>Engenders a spirit of teamwork</p> |

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| | Inspires trust. |
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Licences, Qualifications, Certificates

Essential Requirements

- Tertiary qualification in Science, Natural Resource Management or equivalent
- Driver's licence

Position Specific Requirements

- 5+ years' experience in a similar role
- Out of hours attendance at meetings may be required
- Pre-Medical Checks may be required to ensure fitness for work
- Intermediate computer skills in Microsoft applications (Word, Excel, PowerPoint, Email, Internet)

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