



# PROJECT OFFICER ENVIRONMENTAL WATER POSITION DESCRIPTION

CMA PD 179

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

<b>Position Title</b>	Project Officer Environmental Water		
<b>Team</b>	Environmental Water		
<b>Location</b>	Mildura		
<b>Position Tenure</b>	December 2024 (Extension subject to funding)		
<b>Time Fraction</b>	1.0 FTE	<b>Job Share Arrangement</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Classification</b>		<b>Salary Range</b>	TBC
<b>Delegation</b>	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
<b>Supervises</b>	Nil		

<b>Position Purpose</b>
<p>Working within the Environmental Water Team this role will be involved and support the Program Manager Environmental Water Delivery in the development, management and implementation of environmental flows and water projects in the Victorian Mallee, in accordance with the Mallee Regional Catchment Strategy.</p> <p>Primary functions of this role include management of the Environmental Water Reserve and delivery against the Environmental Watering Plan obligations as set out in the Basin Plan. Other functions are to assist the Environmental Water team in the development, management and implementation of other waterway, wetland and floodplain functions, programs and projects.</p> <p>The incumbent shall draw upon previously developed skills sets to aid in the delivery of project management, collecting, managing and analysing information, developing reports and providing information to other program areas within the business and the wider community. It provides advice and recommendations for future planning and environmental water programs to achieve key objectives in the Mallee catchment area.</p> <p>The role will contribute significantly to the review and update of key wetland operational documents including Environmental Water Management Plans, and provide input and support to partner agencies in the refinement of key strategic documents including Long Term Watering Plans and Water Resource Plans.</p> <p>The role requires the project officer to focus on building and maintaining strong partnerships and working relationships with community groups, including Traditional Owner groups, local Aboriginal community groups, State Investors and key stakeholders.</p> <p>The role contributes to achieving Mallee Catchment Management Authority Business Objective 2 to protect and enhance the region's natural, cultural and productive values and 3 to strengthen our capacity to operate as a corporately and socially responsible organisation.</p>

## **Responsibilities**

- Participate in and support the management, planning and delivery of the Environmental Water program.
- Prepare project plans for environmental water delivery and wetland monitoring activities.
- Facilitate review and update of Environmental Water Management plans to incorporate latest available data supporting future management of priority wetlands.
- Support the development and review of regional, state and basin-wide strategic planning documents including Long-Term Watering Plans and Water Resource Plans.
- Undertake procurement, contracting and delivery for environmental water projects.
- Undertake photo-point and other monitoring at environmental watering sites.
- Regularly update/manage databases with watering event details, monitoring data and project outputs for watering programs.
- Attend meetings and working groups for water programs as required.
- Maintain regular contact with landholders of watering sites.
- Assist Communications team in development of “Informing Communication Plan for Environmental Water.
- Collaborate with Connecting Community to Waterways project to engage with communities regarding environmental watering programs, decision making and outcomes.
- Collaborate with communications team to improve community support for, and involvement in environmental watering activities.
- Contribute stories, ideas and highlights for potential media releases or communication publications.
- Contribute to Mallee CMA’s continual improvement approach to environmental water process and decision-making, based on best-available information.
- Work collaboratively with all members of the Environmental Water team to ensure consistent and informed approach to executed work activities.
- Manage own time, set priorities, plan and organise work so as to achieve specific objectives within the resources and time frames available.

## **Key Relationships**

Program Manager – Environmental Water Delivery (Supervisor)

Manager Environmental Water (Manager)

Environmental Water team (Information Sharing, Support, Collaboration, Program Delivery)

Executive Manager Projects and Business Development (Information Sharing, Support, Collaboration)

Department of Environment Land Water and Planning (Investor)

Victorian Environmental Water Holder (Investor)

Parks Victoria (Land Manager)

Private Landholders

Community Groups

## Official: Sensitive

Core Capability/Sub Capability	Capability Level Descriptor
<b>Natural Resource Management (NRM)</b> <ul style="list-style-type: none"> <li>• Local NRM L2</li> <li>• Knowledge of NRM Assets L2</li> </ul>	<p>Investigates and understands issues locally to manage natural resources effectively.</p> <p>Builds knowledge of NRM assets and integrates management techniques and plans.</p>
<b>Leadership and Excellence</b> <ul style="list-style-type: none"> <li>• Strategic Focus L2</li> <li>• Team Dynamics L2</li> </ul>	<p>Contributes to team work plans which incorporate clear targets and goals linked to the Corporate Plan and strategies.</p> <p>Offers informed and constructive input and feedback to team discussions, assists and supports other staff in dealing with difficult issues.</p>
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>• Change Management L2</li> <li>• Creativity and Innovation L1</li> </ul>	<p>Supports change management and assists others to adapt and adjust to organisational change in an appropriate manner.</p> <p>Identifies ways to do things better, develops ideas with others and assists with the implementation of changes to routine work practices.</p>
<b>Community and Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>• Partnerships and Collaboration L2</li> <li>• Community Value L2</li> <li>• Builds Trust L1</li> </ul>	<p>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.</p> <p>Has detailed understanding of local communities and groups that we work with and delivers information to build community capacity for NRM.</p> <p>Respects the right for privacy and confidentiality of all interested parties in accordance with policy and legislation.</p>
<b>Project Delivery</b> <ul style="list-style-type: none"> <li>• Project Management L3</li> <li>• Budget Management L2</li> <li>• Procurement and Contract Management L2</li> </ul>	<p>Produces project plans where outcomes are clearly defined and action steps for achievement are clearly specified.</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>
<b>Professionalism</b> <ul style="list-style-type: none"> <li>• Time Management L2</li> <li>• Accountability L2</li> <li>• Problem Solving L2</li> </ul>	<p>Manages time and maintains quality 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>
<b>Interpersonal Communications</b> <ul style="list-style-type: none"> <li>• Written Communication L2</li> <li>• Verbal Communication L2</li> </ul>	<p>Prepares accurate documents and written communications including project publications, digital and print material, that incorporate content appropriate for the purpose and audience.</p> <p>Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.</p>

## Official: Sensitive

<p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Quality and Risk Management L1</li> <li>• OHS&amp;W L1</li> </ul>	<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>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&amp;W.</p>
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Personal Attribute	Descriptor
<b>Self-disciplined</b>	<p>Manages own time to achieve key outcomes</p> <p>Avoids distraction and diversions</p> <p>Is organised and methodical.</p>
<b>Resilient</b>	<p>Recovers from setbacks</p> <p>Constructively overcomes obstacles and impediments</p> <p>Learns from experience and identifies areas for self-development.</p>
<b>Flexible</b>	<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>

<b>Licences, Qualifications, Certificates</b>
<b>Essential Requirements</b>
<ul style="list-style-type: none"> <li>• Driver's Licence</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Degree in Science, Natural Resource Management or Project Management or equivalent</li> <li>• Four Wheel Drive certificate (or willing to achieve)</li> <li>• First Aid certificate (or willing to achieve)</li> </ul>

<b>Position Specific Requirements</b>
<ul style="list-style-type: none"> <li>• 3+ years' experience in a similar role</li> <li>• Out of hours attendance at meetings/sites may be a frequent occurrence</li> <li>• Pre-employment medical checks may be required to ensure fitness for work.</li> </ul>

<b>Position Description Approved</b>	
<p>The details contained in this Position Description are an accurate statement.</p>	<p>As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.</p>
<p>_____</p> <p>Chief Executive Officer</p>	<p>29/9/2021</p> <p>_____</p> <p>Date</p>
<p>_____</p> <p>Incumbent</p>	<p>/ /</p> <p>_____</p> <p>Date</p>