



PROJECT MANAGER POSITION DESCRIPTION

CMA PD 153

“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 Manager		
Team	Salinity and Irrigation		
Location	Mildura		
Position Tenure	Temporary		
Time Fraction	1.0 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	SEO	Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	<i>May supervise up to five (5) personnel</i>		

Position Purpose
<p>This position provides significant contribution to the important work of balancing irrigated agricultural production and environmental management. It utilises advanced business development and contract management skills to engage with a wide variety of audiences, scientific, community and industry representatives alike.</p> <p>The role contributes to achieving Mallee Catchment Management Authority Business Objective 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM) and 2 to protect and enhance the region's natural, cultural and productive values.</p> <p>The Project Manager carries out a pivotal role in planning, developing and implementing a range of strategic and innovative priority projects at a regional scale. The outcomes will directly protect and enhance the natural, cultural and productive values while ensuring the region remains compliant with the monitoring and reporting obligations under Basin Salinity Management 2030 – critical to continued environmental and economic prosperity.</p> <p>The role is responsible for end to end management of project life cycles, from concept to completion. The incumbent will be required to form effective working relationships with stakeholder agencies and community in the development and implementation of projects to ensure environmental, social, cultural and value for money targets are met.</p> <p>The Project Manager role leverages existing knowledge and drives innovation with industry and government partners to prioritise investment to the planning, delivery and evaluation of natural resource management (NRM) projects that deliver on the Mallee Regional Catchment Strategy (2013-2019) and the Victorian Mallee Irrigation Region Land and Water Management Plan 2020-29.</p>
Responsibilities
<ul style="list-style-type: none"> Development of NRM strategies and funding initiatives that lead to effective investment of Salinity Impact Charges.

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- Lead the effective delivery of the Victorian Mallee Irrigation Region LWMP
- Analysis, procurement and management of resources required to meet project objectives
- Work collaboratively with key government partners to delivery Section 4 of Water for Victoria
- Provide continually assessment and mitigation of environmental, social and economic risks to projects.
- Facilitate industry adjustment irrigation modernisation and water efficiency consistent with Section 4, Water for Victoria.
- Deliver high quality reports to agreed timeframes demonstrating effective management of irrigation projects in the Victorian Mallee.
- Represent Mallee CMA on relevant State and regional forums.

Key Relationships

Manager Salinity and Water Quality (Line Manager)

Management Peers (Support, Collaboration, Program Delivery)

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

Department of Jobs, Precincts and Regions (Partner)

Water Corporations (Partner)

Community Members (Key Stakeholders)

Salinity Accountability Advisory Committee (Collaboration, Partner, Key Stakeholders)

Consultative Committees (Key Stakeholders)

Core Capability/Sub Capability	Capability Level Descriptor
Corporate Governance <ul style="list-style-type: none"> • OHS&W L2 	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.
Professionalism <ul style="list-style-type: none"> • Problem Solving L3 • Accountability L2 	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. Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities; and ensures that key requirements are met Delegates to develop staff and accepts responsibility for actions of staff and teams under authority
Project Delivery <ul style="list-style-type: none"> • Project Management L3 • Procurement and Contract Management L3 	Produces project plans where outcomes are clearly defined and action steps for achievement are clearly specified.

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<ul style="list-style-type: none"> Resources and Promotion L3 	<p>Undertakes honest, transparent and appropriate decision-making practices to determine path to market. Monitors contracts and manages performance of contractors and staff.</p> <p>Allocates resources and develops communication plans to ensure project delivery within delegated authority.</p>
<p>Interpersonal Communications</p> <ul style="list-style-type: none"> Written Communication L3 Verbal Communication L3 Negotiation L3 	<p>Writes accurate reports and program documents that meet audience needs and contain the necessary information to achieve their purpose.</p> <p>Provides informed, meaningful and relevant messages when communicating with staff and interested parties.</p> <p>Negotiates and implements a well-planned course of action to achieve a specific impact.</p>
<p>Natural Resource Management</p> <ul style="list-style-type: none"> Knowledge of NRM Assets L3 Priority Planning L2 Local NRM Issues L3 	<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>Investigates the impact of investment on site and supports interested parties in reporting NRM activity.</p> <p>Promotes key NRM priorities and initiatives and develops programs in consideration of interested parties' issues</p>
<p>Continuous Improvement</p> <ul style="list-style-type: none"> Change Management L3 Creativity and innovation L3 	<p>Implements change management processes and monitors progress. Makes changes to work methods to improve outcomes, corrects problems promptly.</p> <p>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</p>

Personal Attribute	Descriptor
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>
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>Prioritises work and addresses what is most important</p> <p>Takes advantage of new and emerging opportunities</p>

<p>Licences, Qualifications, Certificates</p> <p>Essential Requirements</p> <ul style="list-style-type: none"> Tertiary Qualifications in Agricultural Science or Natural Resource Management or equivalent
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- Drivers Licence

Position Specific Requirements

- Minimum of 5 years relevant experience
- Demonstrated experience in developing and delivering strategic programs in agriculture or natural resource management.
- Demonstrated experience in end to end project management including skills in; preparation of project plans and briefs; engaging consultants, managing service providers to contractual milestones for quality and timelines and the production of regular and high quality transparent internal and external reports.
- Demonstrated sound understanding of groundwater processes, or a capacity to rapidly acquire.
- Demonstrated ability to research issues and solve problems; with a capacity to source, collate, analyse and interpret anecdotal and scientific datasets, and provide advice on the results of these investigations.
- Highly developed communication and interpersonal skills with an ability to prepare high quality written and oral presentations and establish rapport with service delivery partners, key government agencies and technical specialists.
- Out of hours attendance at meetings may be an infrequent occurrence
- Pre-employment medical checks may be required to ensure fitness for work
- Success in the role will be achieved by the ability to deliver on processes with a systematic, organised and methodical approach in line with Project Management principles and practices and a depth of demonstrated understanding in land and water management policy, processes and obligations in the Murray-Darling Basin.

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