



PROJECT OFFICER SALINITY & IRRIGATION POSITION DESCRIPTION

CMA PD 182

"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, Salinity & Irrigation		
Team	Salinity and Irrigation		
Location	Mildura		
Position Tenure	Temporary 12 months		
Time Fraction	FTE 1.0	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 6	Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	Nil		

Position Purpose

This position works in the dynamic and challenging area of sustainable irrigation and salinity management. The position will support and implement a range of priority projects across irrigation development and salinity management.

The Salinity and Irrigation Project Officer will play a key role in supporting the effective and efficient management of the Mallee CMA salinity and irrigation management programs, functions and services in accordance with the Mallee Regional Catchment Strategy (2013-2019) and the Victorian Mallee Irrigation Region Land and Water Management Plan.

The position is responsible for supporting the delivery of integrated programs which achieve irrigation efficiency, deliver salinity benefit and meet reporting obligations. The position will give active support helping to deliver the Mallee irrigation incentive program, helping to deliver irrigation drainage and groundwater monitoring activities, interpret and maintain data sets, assist in salinity policy development and gain co-operation and assistance of stakeholders to deliver the Mallee Regions salinity and irrigation management frameworks.

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 Objective 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM).

Responsibilities

- Support co-ordination of implementation of the Irrigation Incentive Program
- Support co-ordination of the annual irrigation drainage and groundwater monitoring programs
- Support implementation of the Annual Salinity Investment Program
- Support implementation of the Victorian Mallee Irrigation Region Land and water Management Plan.

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- Support monitoring of water resources and the impact of irrigation on river salinity in the Victorian Mallee.
- Support implementation of the Salinity and Irrigation Engagement Strategy.
- Support the maintenance of contemporary knowledge associated with salinity management and irrigation development.
- Support Accountable Action reviews and the implementation of recommendations.

Key Relationships

Manager Salinity and Irrigation Unit (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)

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

Consultative Committees (Key Stakeholders)

Core Capability/Sub Capability	Capability Level Descriptor
<p>Natural Resource Management</p> <ul style="list-style-type: none"> • Knowledge of NRM assets L1 • Local NRM issues L1 • Priority Planning L1 	<p>Applies NRM knowledge in delivering appropriate protection and enhancement programs and initiatives.</p> <p>Maintains a basic understanding of the NRM issues of the region.</p> <p>Understands the priority planning framework and performs role consistent with job requirements.</p>
<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L1 • Procurement and Contract Management L1 • Resources and Promotion L1 	<p>Delivers project outcomes as defined in the project plan and maintains accurate project records.</p> <p>Adheres to purchasing guidelines, achieves value for money and keeps records. Understands the process of contract management for delivery of services.</p> <p>Respects and takes care of equipment. Provides input into project promotional/communication material.</p>
<p>Interpersonal Communication</p> <ul style="list-style-type: none"> • Written Communication L2 • Verbal Communication L2 • Negotiation L1 	<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 and listens to feedback.</p> <p>Provides information to others to make informed decisions.</p>

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<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Investors and Networking L1 • Partnerships and collaboration L1 	<p>Use a range of networks to support outcomes and interested parties' priorities.</p> <p>Provides the interested parties with balanced and objective information to assist them in understanding the problems, alternatives or solutions.</p>
<p>Professionalism</p> <ul style="list-style-type: none"> • Initiative and enterprise L1 • Accountability L2 	<p>Contributes to ideas about how to improve work practices.</p> <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p>
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Technology and Systems L1 • Participation, Inclusion and Up-skilling L1 • Creativity and innovation L1 	<p>Uses technology and software applications effectively in relation to task requirements.</p> <p>Identifies and uses opportunities for learning and skill development in the role and through participation in projects.</p> <p>Respects diversity in the team and supports colleagues.</p> <p>Identifies ways to do things better, develops ideas with others and assists with the implementation of changes to routine work practices.</p>
<p>Corporate Governance</p> <ul style="list-style-type: none"> • OHS&W L1 	<p>Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with police and procedure.</p> <p>Reports incidents/hazards/injury and proactively works to improve OHS&W.</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>

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Licences, Qualifications, Certificates

Essential Requirements

- Degree in Science, Natural Resource Management or equivalent
- Drivers Licence

Position Specific Requirements

- This role is suited to a graduate qualified candidate who wishes to develop project delivery and management skills.
- Specific knowledge regarding sustainable irrigation and salinity impact management while advantageous, is not a prerequisite.
- Success in this role will be achieved with naturally strong interpersonal skills that allow for effective communication to build trusting relationships. It requires an understanding and development of investigative and reporting skills to gather and share data effectively and also knowledge of project principles and processes, including contract management and procurement.
- As part of the recruitment process you may be required to undergo pre-employment screening

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