



PROJECT OFFICER ENVIROMNETAL WATER POSITION DESCRIPTION

CMA PD 086

"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 Environmental Water		
Team	Environmental Water		
Location	Mildura		
Position Tenure	Temporary		
Time Fraction	1.0 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 6 - 7	Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	Nil		

Position Purpose

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.

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.

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.

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.

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.

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.

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

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- 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 (Supervisor)

Manager Environmental Water (Line 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

Core Capability/Sub Capability	Capability Level Descriptor
Leadership and Excellence <ul style="list-style-type: none"> • Strategic Focus L2 • Team Dynamics L1 	<p>Contributes to team work plans which incorporate clear targets and goals linked to the Corporate Plan and strategies</p> <p>Contributes to team discussions, problem solving and decision making in culturally respectful ways</p>
Corporate Governance <ul style="list-style-type: none"> • Quality and Risk Management L1 • OHS&W L1 	<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&W.</p>

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<p>Professionalism</p> <ul style="list-style-type: none"> • Time Management L2 • Accountability L2 • Problem Solving L2 	<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>
<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Partnerships and Collaboration L2 • Community Value L2 • Builds Trust L1 	<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>
<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L3 • Budget Management L2 • Procurement and Contract Management L2 	<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>
<p>Interpersonal Communications</p> <ul style="list-style-type: none"> • Written Communication L2 • Verbal Communication L2 	<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>Natural Resource Management</p> <ul style="list-style-type: none"> • Local NRM L2 • Knowledge of Natural Resource Management Assets L2 	<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>
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Change Management L1 • Creativity and Innovation L1 	<p>Maintains a positive approach to change and demonstrates flexibility and adaptability in relation to new and different ways of working</p> <p>Identifies ways to do things better, develops ideas with others and assists with the implementation of changes to routine work practices</p>

Personal Attribute	Descriptor
<p>Self-disciplined</p>	<ul style="list-style-type: none"> • Manages own time to achieve key outcomes • Avoids distraction and diversions • Is organised and methodical
<p>Resilient</p>	<ul style="list-style-type: none"> • Recovers from setbacks • Constructively overcomes obstacles and impediments • Learns from experience and identifies areas for self-development

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

Position Specific Requirements
<ul style="list-style-type: none">• 3+ years' experience in a similar role• An understanding of NRM in relation to waterways, including floodplains, wetlands and rivers and the ecological processes as they relate to environmental watering.• Demonstrated experience in program and/or project management, delivering community and /or environmental benefits and outcomes.• Highly developed written skills demonstrating a high attention to detail.• Implementation of effective strategies used to plan and facilitate engagement activities demonstrating an ability to establish and maintain rapport with key stakeholders and local communities.• Demonstrated ability to prioritise, manage time and multiple demands in order to meet tight deadlines.• Out of hours attendance at meetings/sites may be a frequent occurrence• Pre-employment medical checks may be required to ensure fitness for work

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