



# Position Description

<b>Position Title:</b>	Associate Board Member (Youth 18-34)
<b>Tenure:</b>	12 – 24 Months (negotiable)
<b>Time:</b>	Average of two days per month including meeting attendance, reading and preparation.
<b>Remuneration:</b>	\$9,702.43 annually plus professional development opportunities
<b>Reports to:</b>	WGCMA Board Chair

## A ORGANISATIONAL AND POSITION OBJECTIVES

### About West Gippsland Catchment Management Authority (CMA)

Our organisation was established in 1997 to manage land and water resources in the West Gippsland region which covers over 17,500 square kilometres from near Warragul to San Remo, Wilsons Promontory, Lakes Entrance and to Mount Howitt, past Licola.

As a leader in Natural Resource Management, we exist to implement integrated catchment management to improve priority landscapes.

### Position Objective

The Associate Board Member's role includes providing valued perspectives held by a younger person through participating in board meetings and adding input to the board on a range of issues regarding environmental, water and land management.

Fundamentally the role offers an opportunity for the successful candidate to develop and grow expertise and abilities required to fulfill a directorship in a public sector organisation. Previous Board experience is not a requirement, and this is a learn as you go opportunity, with full support, training, and mentorship available.

The Associate does not have the same responsibilities as a board member under the *Catchment and Land Protection Act 1994*, the *Public Administration Act 2004*, and other statutory provisions. As such, the delegate does not have a formal decision-making role on the board, nor will they have voting responsibilities.

## B RESPONSIBILITIES & DUTIES

The Associate will regularly attend Board meetings (up to 8 per year) and actively contribute, having read and considered the relevant board papers. As a participant in Board meetings, they will:

- Contribute to the development and delivery of our vision and the strategic direction.
- Support good governance of the Board and CMA.
- Support successful financial, social, and environmental performance of the CMA.
- Promote the work of the West Gippsland CMA and, when required, to represent the CMA at public events.

## C OTHER POSITION REQUIREMENTS

A person who is aged 18 to 34 living in Victoria, preferably (but not essential) reside within the WGCMA region.

Previous experience on Boards is not required. Professional development opportunities will be provided to the Associate as part of the role to build practical experience, including;

- Induction and governance training.
- Peer mentorship and experience through Board participation.

## D ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with the Public Sector Values, the Code of Conduct for Victorian public sector employees and West Gippsland CMA policies and procedures
- Responsible for determining day to day priorities to achieve required outputs
- Carry out duties in a responsible and professional manner with a strong consideration for effective workplace relations
- Ability to represent the CMA on committees in a professional manner, in order to pursue the goals and objectives of the CMA
- Represent West Gippsland CMA in meetings and discussions with external liaisons, as appropriate, in accordance with the Authority's adopted policies.

## E KEY SELECTION CRITERIA

### Essential:

- A person who is aged 18 to 34 living in Victoria, preferably (but not essential) reside within the WGCMA region.
- Able to enquire, evaluate and make independent judgement and to offer their perspective and skills to the Board.
- Have interests in environmental and water management.

- Demonstrate the Victorian Public Sector values and West Gippsland CMA's values.
- Have, or have a capacity to develop, an understanding of the CMA and our operating environment.

## F ORGANISATIONAL RELATIONSHIPS

<b>Reports To</b>	WGCMA Board Chair
<b>Responsible For</b>	Nil
<b>Internal Liaisons</b>	WGCMA Board, subcommittees, CEO and Executive Team.
<b>External Liaisons</b>	Other position specific governance group(s), Other State Government Authority, Gunaikurnai Land and Waters Aboriginal Corporation, Water corporations, Local government, Community groups, Industry, including power generators and agriculture, members of the public

## G HEALTH AND SAFETY

Individuals are required to carry out their work in accordance with health and safety legislation, and WGCMA policies and procedures. Individuals have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

## H WGCMA VALUES & BEHAVIOURS

<b>Integrity &amp; Respect</b>	We will treat everyone equally and with respect: be honest, transparent and share our knowledge and encourage and value other views. We will act responsibly, report improper conduct and avoid real or perceived conflicts of interest.
<b>Accountability</b>	We will be responsive to requests and responsible for our actions and decisions. We will work to clear objectives in a transparent manner, seek to achieve the best use of resources and be subject to appropriate scrutiny.
<b>Leadership</b>	We will lead by example and empower others through team work and partnerships. We will actively implement, promote and support these values.
<b>Positive Approach</b>	Our staff are positive and highly energised about their work. They share and celebrate successes and remain resilient during adversity.
<b>Collaboration</b>	We invite others to join us in our quest to protect, enhance or restore our region and to create a healthier catchment. We will work with each other, the community and regional partners to achieve shared outcomes.

## I OTHER RELEVANT INFORMATION

### 1. Code of Ethics

West Gippsland CMA would require the participant to adhere to the following principles: "He/She/They shall not use the position for their personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from their employment with the Authority".

## **2. Smoking Restriction Program**

The WGCMA provides a smoke free work environment and a non-smoking policy applies throughout all areas of WGCMA's operations including all vehicles.

## **3. Privacy**

The WGCMA collects personal information in accordance with the *Privacy and Data Protection Act 2012*. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

## **4. Equal Opportunity**

We believe that the unique contributions of our people create our success. We share a commitment to value and embrace diversity in all forms; so that our work environment is a safe space we can all belong. All qualified applicants will receive consideration for employment regardless of their background, identity, orientation, ability or thinking style.

*We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, the Bunurong, the Boonwurrung and the Wurundjeri Peoples and pay respects to Elders, past, present and emerging.*