



Position Description

Position Title	Floodplain Mapper (Student)
Tenure	1 FTE Full Time Fixed Term (500 hours total, to be completed during the University summer semester break)
EBA	WGCMA EBA 2020
Location	Traralgon - Hybrid Working Available
Classification	Grade 1 Level A – G
Reports to	Manager – Statutory Planning Manager

A ORGANISATIONAL AND POSITION OBJECTIVES

About West Gippsland Catchment Management Authority (CMA)

The West Gippsland Catchment Management Authority (WGCMA) was established to facilitate ecologically sustainable development of our natural resource based industries, the protection of land and water resources and the conservation of natural and cultural heritage, within a framework of integrated catchment management. We exist to implement integrated catchment management to improve priority landscapes.

We commit to working respectfully and supportively with and for our staff, our communities and the environment. Our ethics are based on integrity, fairness and credibility. This forms the basis for how we at West Gippsland CMA approach our work.

Position Objective

The Floodplain Mapping Program is a project being run at the WGCMA to capture flood behaviour in previously unmapped areas or areas with outdated flood mapping through West Gippsland. This program identifies priority waterways for which mapping is required and **you** will be developing a Flood Study for one of these waterways.

As part of this study you will be developing a hydrology (rainfall) and a hydraulic (flood behaviour) models to estimate a flood extent for a local catchment which will be used to help coordinate flood events, assess potential subdivisions or building proposals and inform future planning schemes amendments.

You will be working alongside other members of West Gippsland Catchment Management Authority's the Statutory Planning team, including an experienced flood mapper who has developed multiple flood models in the past and will help supervise you and provide direction and guidance.

The work is primarily office and computer-based, however field work may occasionally be required when sourcing information for each study.

The final output of each project will be flood maps and their digital datasets, supported by a report detailing the methodology adopted.

B RESPONSIBILITIES & DUTIES

- Prepare project timeline and provide updates on project progress
- Consult with members of the Statutory Planning team and potentially other teams in the organisation
- Undertake desktop Geographic Information System analysis of a site and collect information on site with the occasional field visits as required
- Participate in technical skills training, including learning multiple pieces of computer software (some more user friendly than others...)
- Develop a hydrology model (RORB) and develop a hydraulic model (TUFLOW) of a river catchment
- Develop a report documenting modelling methodology adopted and key considerations
- Produce spatially referenced digital datasets and maps

C KNOWLEDGE, SKILLS AND INTERESTS

- Basic understanding of flooding, including what factors can influence it.
- Interest in computer-based work and a willingness to work primarily on computer based modelling.
- An interest in the environment, particularly water and storms.
- Competence in the use of GIS, especially ArcPro (desirable).
- Competence in the use of flood modelling software, such as Hec-Ras or TUFLOW and hydrology software, such as RORB (desirable, but not required as on the job training will be provided).

D OTHER POSITION REQUIREMENTS

- Good planning, time management and priority setting skills.
- Good problem solving and critical thinking skills.
- Competence in producing maps and reports.
- Capacity to work autonomously, as well as part of a team.

E KEY SELECTION CRITERIA

Essential:

- Currently undertaking or have completed Bachelor of Civil and/or Environmental Engineering (Preferred) or Bachelor of Environment and Conservation Science (or similar)
- A basic understanding of flooding, river health, drainage and/or natural resource management issues.
- Well developed time management, planning and priority setting skills and the capacity to work autonomously.
- Well developed problem solving and critical thinking skills. Particularly around learning new computer programs, troubleshooting and finding efficient ways of doing tasks.
- Good communication skills and willingness to learn and ask questions.

Desirable:

- An interest in water studies and having completed units in hydrology, hydraulics or Geographic Information Systems.
- Competence in the use of GIS, especially ArcPro.
- Competence in the use of flood modelling software, such as Hec-Ras or TUFLOW and hydrology software, such as RORB.

F ORGANISATIONAL RELATIONSHIPS

Reports To	Manger - Statutory Planning
Responsible For	Nil
Internal Liaisons	WGCMA staff, including the CEO and Executive, WGCMA Board
External Liaisons	Nil

G HEALTH AND SAFETY

Employees are required to carry out their work in accordance with health and safety legislation, and WGCMA policies and procedures. Employees 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.

The following information is provided to identify health and safety issues specific to this role:

- Activities associated with office work, including sedentary desk work
- Frequent dealings with members of the public if required

- Ability to work in the field if required

H WGCMA VALUES & BEHAVIOURS

Integrity & Respect	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.
Accountability	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.
Leadership	We will lead by example and empower others through team work and partnerships. We will actively implement, promote and support these values.
Positive Approach	Our staff are positive and highly energised about their work. They share and celebrate successes and remain resilient during adversity.
Collaboration	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 or They shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from his/her or their employment with the Authority".

2. Private Practice

The successful applicant will not be permitted to engage in any trade, profession or business without the approval of the WGCMA Chief Executive Officer.

3. 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.

4. Driver's Licence

A current Victorian Driver's licence is essential to this position and must be produced, prior to commencement, for verification. Loss of licence may result in termination of this position, should it occur in the period of employment.

5. 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.

6. 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.

7. Employment Principles

The employment principles reinforce the public sector values. The principles are essential to a highly effective and harmonious workplace and are to ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human rights as set out in the Charter of *Human Rights and Responsibilities Act 2006* are upheld
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

Reviewed By	Adam Dunn
Review Date	6 October 2023

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.