



# Position Description

<b>Position Title</b>	Catchment Planning and Climate Change Lead
<b>Tenure</b>	1.0 FTE Permanent Full Time
<b>EA</b>	WGCMA EA 2020
<b>Location</b>	Traralgon, Maffra or Leongatha. Hybrid Working Available
<b>Classification</b>	Grade 4
<b>Reports to</b>	Manager Strategy, Investment and Partnerships

## 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.

### Organisational - Catchment Planning and Delivery

The Catchment Planning and Delivery Unit provides strategic direction and project management services across a range of programs with an aim to achieve integrated catchment management outcomes. The unit focuses on planning and delivery for land, water and biodiversity programs across the West Gippsland Region. All programs are guided by Victorian Government policy, the West Gippsland Regional Catchment Strategy and its associated sub-strategies and actions plans. Programs are delivered in partnership with a range of external stakeholders, service providers or contractors as appropriate.

The Strategy, Investment and Partnership Team is one of three teams within the Catchment Planning and Delivery Unit. The team specialises in enabling strategic partnerships and implementing stewardship focused projects to deliver the outcomes of the Regional Catchment Strategy.

## Position Objective

This position is responsible for the development and implementation of the West Gippsland Regional Catchment Strategy (RCS). The RCS brings government, organisations and community together and guides their collective efforts to protect and improve the health of the land, water and biodiversity resources that are vital for vibrant, prosperous and sustainable communities and environments.

This position is also responsible for co-ordinating the development and implementation of other key sub-strategies including WGCMA's Partnership and Engagement Strategy and West Gippsland's NRM Climate Change plan. The role will provide regional coordination and partnerships in the implementation of these plans, in particular focusing on climate change by assisting the WGCMA to position itself to provide regional support for stakeholders in this space.

## B RESPONSIBILITIES & DUTIES

### 1. Regional Catchment Strategy Co-ordination

- Develop, coordinate and implement a process for the delivery and monitoring of the Regional Catchment Strategy implementation
- Promote and publicise the Regional Catchment Strategy throughout the region
- Co-ordinate the development of products and tools to enable partners and stakeholders to deliver the outcomes within the Regional Catchment Strategy
- Develop and lead the monitoring, evaluation and renewal of the RCS and relevant sub-strategies
- Maintain a strategic focus on emerging risks and opportunities that will inform the priorities for the region.

### 2. Develop and Manage Internal and External Strategic Partnerships and Relationships

- Develop relationships with key stakeholders to deliver key regional initiatives and programs
- Negotiate with stakeholders and community representatives to ensure positive outcomes and deal with any conflicting situations
- Represent the WGCMA and participate in relevant forums and committees
- Provide strategic advice to internal and external stakeholders on the integration of the RCS into relevant plans, strategies and projects
- Provide regional climate change leadership and stakeholder coordination, including internal advice on the WGCMA's regional role.

### 3. Project Management

- Manage project delivery and ensure timelines, quality and budget are met
- Oversee, monitor and report on project outputs, quality and budget to investors
- Manage projects in line with the organisations purchasing policy and procedures.

### 4. Strategy, Investment and Partnerships Team

- Report on progress and provide advice on the RCS and other projects to the Manager Strategy, Investment and Partnerships
- Actively participate in the Strategy, Investment and Partnerships Team meetings and activities
- Regularly review project outcomes and delivery mechanisms and provide advice the Manager Strategy, Investment and Partnerships to enable continuous improvement
- Availability to provide project management services to support other teams in the WGCMA when required and available.

## C SPECIALIST KNOWLEDGE AND SKILLS

- Experience in the natural resource management planning and a strong understanding of the Regional Catchment Strategy, its strategic context as well as the policy and planning context associated with it.
- Highly developed communication skills, specifically in stakeholder engagement and strategic planning.
- Highly developed analytical skills, specifically in refining the outcomes of stakeholder and community workshops into meaningful planning documents.
- Knowledge and understanding of climate change adaptation and mitigation strategies, including an understanding of emerging nature-based markets.
- Proficient IT skills, particularly in the Microsoft office suite of programs, including GIS experience.

## D OTHER POSITION REQUIREMENTS

- Excellent planning, time management and priority setting skills.
- Excellent ability to set own work objectives and manage projects with minimal supervision.
- High level of competence in producing written plans and reports that are informative, clear and accurate.
- Highly developed and demonstrated capacity to work autonomously, as well as part of a team
- High level inter-personal skills including negotiation, presentation, consultation and facilitation, suitable for a broad range of stakeholders.
- Excellent verbal and written communication skills to effectively communicate with a wide range of stakeholders.
- Ability to solve problems and negotiate innovative solutions to difficult tasks.
- Ability to develop effective partnerships with a wide range of stakeholders to achieve outcomes to complex and challenging issues.
- High level judgement and decision-making capability.

## E ACCOUNTABILITY AND EXTENT OF AUTHORITY

- 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 Authority on committees in a professional manner, in order to pursue the goals and objectives of the Authority
- Represent West Gippsland CMA in meetings and discussions with external liaisons, as appropriate, in accordance with the Authority’s adopted policies.

## F KEY SELECTION CRITERIA

### Essential:

- An appropriate tertiary qualification in a field of natural resources management or significant and relevant practical experience in a related discipline.
- Highly developed and experienced coordination, facilitation and negotiation skills.
- Excellent NRM analytical and complex decision-making experience.
- Highly developed interpersonal skills, and a proven ability to develop and maintain effective partnerships with government and non-government agencies, industry and community groups and individuals.
- Highly motivated person with well-developed organisational, prioritisation, time management and leadership skills
- Proven ability to work in a team environment, internally and externally.

### Desirable:

- Experience partnering with Traditional Owner groups to enable self-determined outcomes.
- Experience partnering with Community groups such as Landcare to deliver on ground, community driven outcomes.
- Experience in developing business cases and/or prospectuses to attract investment.
- Experience in developing climate change adaptation and mitigation strategies, including an understanding of emerging nature-based markets.

## G ORGANISATIONAL RELATIONSHIPS

<b>Reports To</b>	Manager Strategy, Investment and Partnerships
<b>Responsible For</b>	Contractors, service providers and as required.
<b>Internal Liaisons</b>	WGCMA staff, including the CEO and Executive, WGCMA Board
<b>External Liaisons</b>	Other position specific governance group(s), Other State Government Authority, Traditional Owner Corporations, Water corporations, Local government, Community groups, Industry, including power generators and agriculture, members of the public and other Victorian CMA’s.

## H 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:

- Travel/drive at night and/or for extended periods
- Attend, participate in and present information at community meetings at various locations
- Activities associated with office work, including sedentary desk work
- Resolving disputes through negotiation or mediation with individuals or groups
- Ability to deal with third parties in conflict or adverse conditions
- Frequent dealings with members of the public if required
- Ability to work in the field

## I WGCMA VALUES & BEHAVIOURS

Our values underpin every aspect of our work: *"We collaborate and support each other and our partners by acting with integrity, empathy and passion to protect and enhance the region's catchments"*.

## J 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 may be 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

<b>Reviewed By</b>	<b>Dan Garlick – Executive Manager Catchment Planning &amp; Delivery</b>
<b>Review Date</b>	<b>March 2025</b>

*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.*