



Position Description

Position Title	River & Wetlands Project Officer
Tenure	Up to 1 FTE Permanent
EA	WGCMA EA 2020
Location	Maffra or Traralgon (preferable) Hybrid Working Available
Classification	Grade 3
Reports to	Manager – Project Delivery

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 Unit

The Catchment Planning and Delivery Unit provides strategic direction, project and business management 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 Regional Catchment Strategy and its associated sub-strategies and actions plans. Programs are delivered in partnership with Department of Land, Water and Planning, the Department of Economic Development, Jobs, Transport and Resources, Landcare, external stakeholders, service providers or contractors as appropriate.

Position Objective

This role will:

- Manage the implementation of river, wetland and vegetation restoration and protection projects. This work will be based primarily in the catchment areas of the waterways which enter the Gippsland Lakes.
- Work with Government agencies, community groups, individuals and internal staff, to achieve the objectives of the West Gippsland Waterway Strategy, and related policies, plans and programs.
- Provide technical support and communicate with landholders, community groups and staff from partner groups and agencies.

B RESPONSIBILITIES & DUTIES

1. Project Management

- Identify and prioritise site locations, management techniques and costings for land, biodiversity and waterway projects.
- Engage and liaise with land managers regarding works on land or in waterways that cross or adjoin their property.
- Manage delivery of on-ground project works – revegetation, bush regeneration, fencing, weed control, earthmoving.
- Oversee, monitor and report on project outputs, quality and budget using spatial, project and financial management systems.
- Manage projects in line with organisational Work Health and Safety policies, procedures and work instructions.
- Ensure timelines, quality and budget are met across multiple projects and sites in line with land, biodiversity and waterway plans.
- Manage projects in line with the organisations purchasing policy and procedures.
- Provide regular and formal communication to the Project Delivery Manager on progress and/or variations against contracts and projects as required.
- Provide quarterly data on achievement of on-ground outputs of approved projects associated with rivers and wetlands.
- Manage budgets and input data to financial systems e.g. Invoicing, forecast of budget expenditure, quarterly reporting.

2. Contractor Management

- Establish, assess and award work in line with organisational policy and procedures as required to deliver land, biodiversity and waterway projects.
- Supervise contractors to ensure project delivery, professional conduct and Work Health and Safety standards are achieved.
- Communicate and provide regular performance feedback to contractors so they understand work requirements and performance expectations.
- Monitor and audit work delivered by contractors to ensure all required standards and outputs are delivered.

- Contribute to WGCMA contractor management systems to ensure continual improvement in program delivery, work health and safety, work standards, monitoring and auditing.

3. Provision of technical support and skills for waterway management

- Provide on-ground knowledge and technical expertise which contributes to the development of high-quality projects for biodiversity, rivers and wetlands across the WGCMA region.
- Provide technical support and advice to the Project Delivery Team and other WGCMA teams/units as required.
- Develop and maintain an interest in best practice and innovative NRM techniques, concepts and practices e.g. field botany, geomorphology, weed control and environmental restoration.
- Provide strategic and technical input to the implementation and review of the West Gippsland Waterway Strategy and other plans.

4. Partnership Development

- Work with and engage private landholders to understand and address riparian land, vegetation and waterway issues and opportunities.
- Liaise with Traditional Owners groups in partnership with the Cultural Heritage Coordinator and manage cultural heritage in line with the organisations policy and procedures.
- Work with catchment and local community groups, academic institutions, government departments, local government and public land managers to improve knowledge and understanding of river health and wetland issues in the region.
- Represent the WGCMA on committees as required.
- Provide input to Communications staff and communication materials for release to the community and stakeholders relating to on-ground projects for rivers and wetlands.

C SPECIALIST KNOWLEDGE AND SKILLS

- Specialist understanding of environmental restoration practices and catchment management issues.
- Technical knowledge and experience in areas such as geomorphology, hydrology, botany and aquatic ecology.
- Strong project management knowledge and skills including budget management, contractor engagement and management.
- Understanding of rural communities and community engagement principles, specifically in relation to private landholders.
- High levels of competency in the use of computer software and GIS mapping.

D OTHER POSITION REQUIREMENTS

- Planning, time management and priority setting skills
- Ability to set work objectives and manage projects with minimal supervision
- Proven supervision and leadership skills with respect to the management of contractors
- Demonstrated capacity to work autonomously, as well as part of a team
- Ability to collaborate, solve problems and find innovative solutions to difficult tasks
- Ability to interpret complex plans and programs and develop work activities and priorities
- Interpersonal skills including negotiation, presentation, consultation and facilitation
- Verbal and written communication skills to effectively communicate
- Ability to manage time and prioritise competing work demands
- A degree of decision-making autonomy is expected as delegated within the policy guidelines of the Authority. A wide range of handbooks, policies, procedures, guidelines and instructions are available to support decision making.

E ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act is broad but bounded by clear project objectives, budgets and the policies and procedures of WGCMA. The Project Officer is expected to report regularly to the Project Delivery Manager
- 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 commit expenditure in line with the Authority's documented delegations register
- Represent West Gippsland CMA in meetings, committees and discussions with external partners.

F KEY SELECTION CRITERIA

- An appropriate tertiary qualification in a field of Science, Natural Resources Management or significant and/or relevant practical experience in a related discipline.
- Highly developed interpersonal skills, and a proven ability to develop and maintain effective partnerships and working relationships with landholders, community groups, agencies and interested member of the public.
- Strong technical knowledge of environmental restoration practices and catchment management issues.
- Proven ability and demonstrated experience to plan and deliver on-ground natural resource management projects.
- Project management experience and demonstrated capacities in the areas of work health and safety and contractor management.
- Strong understanding of financial management, budgeting and reporting.

G ORGANISATIONAL RELATIONSHIPS

Reports To	Manager – Project Delivery
Responsible For	Contractors as required
Internal Liaisons	WGCMA staff, including the CEO and Executive, WGCMA Board
External Liaisons	Other position specific governance group(s), Other State Government Authority, Gunaikurnai Land and Waters Aboriginal Corporation, 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 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 and Vehicles

A WGCMA Pool Vehicle or Work / Full Private use lease arrangements will be available. 4WD vehicles are used in this position, appropriate training will be available if required.

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	Dan Garlick
Review Date	March 2025

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.