



# Position Description

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|-----------------------|---------------------------------------------------------|
| <b>Position Title</b> | Sustainable Agriculture Project Officer                 |
| <b>Tenure</b>         | Up to 0.6 FTE Fixed Term Until June 2028                |
| <b>EBA</b>            | WGCMA EBA 2020                                          |
| <b>Location</b>       | Maffra, Traralgon or Leongatha Hybrid Working Available |
| <b>Classification</b> | Grade 3                                                 |
| <b>Reports to</b>     | Sustainable Agriculture Facilitator                     |

## 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 Partnerships Team is one of three teams within the Catchment Planning and Delivery Unit. The team specialises in implementation of projects including sustainable agriculture, farm nutrient management, climate smart agriculture and biodiversity.

### Position Objective

The role will support the management and delivery of projects throughout West Gippsland associated with promoting sustainable agriculture outcomes. It includes but may not be restricted to budget management; contract management; stakeholder communication and management; and monitoring, evaluation and reporting. The role has a focus on building and maintaining important partnerships with agencies, industry, community, and public and private service providers.

## **B RESPONSIBILITIES & DUTIES**

### **1. Implementation of Sustainable Agricultural programs and strategies**

- Provide project management and support to the implementation of relevant sustainable agriculture strategies including but not limited to the Regional Catchment Strategy and West Gippsland Regional NRM Plan.
- Support the delivery of the Climate Smart Agriculture program in West Gippsland.
- Support the delivery of other sustainable agricultural projects and initiatives as required.

### **2. Internal and external stakeholders management and reporting**

- Coordinate the implementation of projects with a range of delivery partners to achieve outcomes in line with approved strategies and plans.
- Coordinate forums and workshops as required and represent the West Gippsland CMA on committees or groups as required.
- Develop and present communication material and events to the community and stakeholders.
- Prepare updates and reports on sustainable agriculture projects across the region.
- Develop and implement monitoring, evaluation, reporting and improvement plans as required.

### **3. Project Management**

- Manage project delivery, including contractors and service providers to ensure timelines, quality and budget are met for projects.
- Manage projects in line with WGCMA policy and procedures including but limited to purchasing, procurement and Work Health and Safety.
- Oversee, monitor and report on project outputs, quality and budget using WGCMA spatial, project and financial management systems.
- Develop and administer grants programs in accordance with WGCMA governance frameworks.
- Provide regular communication to the Sustainable Agriculture Facilitator on progress and/or variations against contracts and projects as required.

## **C SPECIALIST KNOWLEDGE AND SKILLS**

- Knowledge and understanding of the issues related to sustainable agriculture and natural resource management (NRM), including (but not limited to) a basic understanding of agricultural production systems.
- Preferably experience working with agricultural industries and farmers, preferably with a NRM or sustainable practices focus.

- Preferably an understanding of NRM agencies and industry groups throughout West Gippsland.
- Highly developed and demonstrated interpersonal skills suited to developing and maintaining partnerships with diverse stakeholders with a range of views and levels of understanding.
- Experience with IT programs, particularly in the Microsoft office suite of programs, internet and email.

## D OTHER POSITION REQUIREMENTS

- Excellent planning, time management and priority setting skills.
- Excellent ability to manage projects with minimal supervision.
- 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.

## 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

- An appropriate tertiary qualification or significant relevant practical experience in a related discipline.
- Proven project management skills including budget development and management; contract and relationship management; development and administration of grants program; and monitoring, evaluation and reporting.
- Ability to develop effective partnerships, facilitate constructive discussions, and negotiate common ground with industry groups, service providers, Landholders and other key stakeholders preferably including experience with such groups in West Gippsland.
- Understanding of the West Gippsland landscape and natural resource management issues in the region.

- Well-developed written and verbal communication skills (including proficient use of IT & Microsoft suite).

## G ORGANISATIONAL RELATIONSHIPS

|                          |                                                                                                                                                                                                            |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reports To</b>        | Sustainable Agriculture Facilitator                                                                                                                                                                        |
| <b>Responsible For</b>   | Contractors, service providers and as required                                                                                                                                                             |
| <b>Internal Liaisons</b> | WGCMA staff, including the CEO and Executive, WGCMA Board and Community Advisory Groups                                                                                                                    |
| <b>External Liaisons</b> | Other position specific governance group(s), Other State Government Authority, Traditional Owners, Water corporations, Local government, Community groups, Industry, members of the public and landowners. |

## 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 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

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|--------------------|--------------------------------------------------------------------------|
| <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.*