



# Position Description

<b>Position Title:</b>	Regional Landcare Co-ordinator
<b>Tenure:</b>	Up to 1.0 FTE Permanent
<b>Enterprise Agreement:</b>	WGCMA Enterprise Agreement 2020
<b>Location:</b>	Traralgon or Leongatha Hybrid Working Available
<b>Classification:</b>	Grade 3
<b>Reports To:</b>	Manager – Catchments and Community

## 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 & 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 external stakeholders, community, Traditional Owners, service providers or contractors as appropriate.

### Position Objective

The Regional Landcare Coordinator will coordinate the WGCMA Regional Landcare Program and coordinate the implementation of the Regional Landcare Support Plan and the Victorian Landcare Grants program in West Gippsland.

The incumbent will work closely with the five Landcare Networks in the West Gippsland region to promote Landcare and support the delivery of priority projects. The position will also actively participate in meetings and initiatives coordinated by the Victorian Landcare Team.

The Regional Landcare Coordinator will work closely with other WGCMA staff and plays a key role in promoting, improving and influencing the coordination and success of Landcare within the West Gippsland region.

## B. RESPONSIBILITIES AND DUTIES

### 1. Coordinate West Gippsland Victorian Regional Landcare Coordinator Program

- Coordinate the WGCMA Regional Landcare Program and the implementation of the Regional Landcare Support Plan.
- Actively participate in state level Victorian Landcare Team meetings and Working Groups.
- Co-ordinate the development and implementation of an annual Regional Landcare Communication Plan.
- Support Landcare Networks to build their capacity to meet the needs of their member groups including the establishment of new groups.
- Support and encourage the use of social media tools that enhance the communication for Landcare.
- Support implementing strategies to address regional challenges for Landcare.
- Promote and facilitate the collecting and sharing of data to demonstrate community capacity, engagement and return on investment.
- Provide executive support to WGCMA Regional Landcare Forum.
- Represent WGCMA at relevant forums, steering committees and meetings as required.

### 2. Support delivery and reporting of Victorian Landcare Grants (VLG) Program

- Support the delivery of the Victorian Landcare Grants at a regional level including design, promotion, application guidance and assessment.
- Administer the VLG budget and contracts.
- Ensure all project Monitoring, Evaluation and Reporting (MER) requirements are delivered.

### 3. Support Landcare Networks

- Be the key liaison between the WGCMA and the five Landcare Networks with a focus on maintaining and growing the partnerships.
- Assist local Landcare Facilitators to support their networks/groups to gain knowledge of regional and state NRM plans, priorities and programs.
- Provide status reports to the Regional Landcare Forum, Committees and partners as required.

### 4. Project Management

- As required Manage project delivery and ensure timelines, quality and budget are met
- Manage projects in line with the CMA's purchasing policy and procedures and all other policy and procedures

## C. SPECIALIST KNOWLEDGE AND SKILLS

### Essential

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- Highly developed and demonstrated interpersonal skills suited to developing and maintaining partnerships with diverse stakeholders with a range of views and levels of understanding.
- Demonstrated skills and experience in community capacity building and facilitation.
- Well-developed communication skills, including report writing and presentation skills.
- Demonstrated communications experience including social media, media releases and creating engaging content.
- Well-developed IT skills, particularly in the Microsoft office suite of programs, internet and email.

### Desirable

- Well-developed skills in integrated natural resource management and a sound knowledge of Regional, Victorian and Australian Government policies relating to Landcare.
- An understanding of NRM/Land Management agencies/organisations in the WGCMA region.
- Strong understanding of natural resource management (NRM) Understanding of the use and application of GIS.

## 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
- High level judgement and decision-making capability

## E. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for managing the Regional Landcare Program.
- Responsible for preparing and submitting reports to the Manager Catchments and Community and investors or stakeholder groups as required.
- Accountable for the quality, quantity and timeliness of own work (in so far as available resources permit), and for the care of assets entrusted to them.
- Carry out duties in a responsible and professional manner with strong consideration for OH&S and workplace relations.
- Responsible for gaining and maintaining partnerships in pursuit of program objectives.

- Represent the WGCMA at venues and events as required.

## F. KEY SELECTION CRITERIA

### Essential

- An appropriate tertiary qualification in a field of natural resources management, communications and engagement or significant and relevant practical experience in a related discipline.
- Well-developed and experienced coordination, facilitation and negotiation skills.
- Highly developed and demonstrated interpersonal skills suited to developing and maintaining partnerships with diverse stakeholders with a range of views and levels of understanding.
- Demonstrated skills and experience in community capacity building and facilitation.
- Demonstrated communications experience including social media, media releases, presentations and reporting.
- Well-developed IT skills, particularly in the Microsoft office suite of programs, internet and email.

## G. ORGANISATIONAL RELATIONSHIPS

<b>Reports To:</b>	Catchments and Climate Lead
<b>Responsible For:</b>	Nil staff
<b>Internal Liaisons:</b>	WGCMA staff, including the CEO and Executive, WGCMA Board
<b>External Liaisons:</b>	Landcare Networks and Groups, Victorian State Landcare Team, other Landcare organisations, Government Departments, Non-government Organisations, Private Corporations/Industry, Community based organisations, other Landcare professionals.

## 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

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- 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 AND BEHAVIORS

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

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- 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

All employees have the following responsibilities to:

- Understand and maintain the Victorian Public Sector Code of Conduct
- Understand and maintain the associated CMA Policies

If at any time employees are in doubt about the consequences of their actions, they should seek guidance from their Unit Manager or Team Leader as appropriate.

<b>Reviewed By:</b>	Dan Garlick
<b>Review Date:</b>	12 June 2025