



Position Description

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| Position Title: | Integrated Water Management (IWM) Officer |
| Tenure: | 1.0 FTE Full Time Permanent |
| Enterprise Agreement: | WGCMA Enterprise Agreement 2020 |
| Location: | Traralgon or Leongatha Hybrid Working Available |
| Classification: | Grade 4 |
| Reports To: | Manager - Statutory Planning |

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 – Statutory Planning Unit

The WGCMA's Statutory Planning Unit provides floodplain, drainage and statutory planning services, including meeting the core statutory requirements relating to provision of flood advice, planning referrals and Works on Waterways approvals.

The Statutory Team provides these services to the East Gippsland CMA under a contractual arrangement and may also provide support to other CMAs across Victoria, as required.

Position Objective

The IWM Officer is responsible for leading the WGCMA's contribution to Integrated Water Management (IWM) planning, collaboration, and project delivery. This dedicated role will strengthen the organisation's strategic engagement in IWM Forums, support internal capacity building, improve outcomes associated with large scale subdivisions and drive the integration of IWM practices across CMA functions.

The IWM Officer will operate as part of a statewide cohort of CMA IWM practitioners and participate in a peer network coordinated by the Statewide IWM Coordinator, with guidance and support from DEECA. The position also supports joint initiatives with other CMAs and partners to improve waterway health, community resilience, and cross-sector coordination.

B. RESPONSIBILITIES AND DUTIES

- Coordinate the CMA's participation in IWM Forums, including planning processes, stakeholder engagement, and shared priority setting.
- Lead or contribute to the development and delivery of IWM plans and initiatives, with a focus on collaborative and cross-boundary solutions.
- Build and maintain partnerships with local government, water corporations, Traditional Owners, and other key stakeholders to co-design and implement IWM opportunities.
- Identify and pursue opportunities to embed IWM principles and outcomes across CMA strategies, operational activities, and programs.
- Lead or support the identification and securing of funding to progress priority IWM opportunities.
- Coach and support internal CMA staff in applying IWM thinking to their work, reducing internal silos and fostering cross-disciplinary collaboration.
- Represent the CMA in senior-level IWM planning and policy discussions, and support DEECA and the Statewide Coordinator in network-level projects and capacity-building efforts.
- Contribute to evaluation and learning by sharing practice insights, participating in annual reflections, and fulfilling reporting requirements.
- Respond to Permit Planning applications from Local Government to drive Integrated Waterway Management outcomes.
- Review and improve internal Planning Permit application processes to drive efficient planning outcomes.

C. SPECIALIST KNOWLEDGE AND SKILLS

Essential

- Engages effectively with diverse stakeholders and builds strong working relationships across sectors.
- Understands and anticipates future challenges and develops clear plans to deliver long-term outcomes.
- Works cooperatively with others to share knowledge and coordinate actions.
- Manages competing priorities and delivers high-quality outcomes in complex and dynamic settings.
- High level understanding of Local Government subdivision planning and implementation processes.

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

OFFICIAL

- 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 with Local Government and developers, as appropriate, in accordance with the Authority's adopted policies.

F. KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications in environmental planning, water or natural resource management, engineering, land use planning or a related field (mandatory).
- Demonstrated experience working in strategic planning, stakeholder engagement, collaborative project management, or inter-agency collaboration (highly desirable).
- Experience with Local Government planning processes and the delivery of large scale subdivisions.
- Knowledge of integrated water management and the water sector in Victoria is desirable.
- Highly developed and experienced coordination, facilitation and negotiation skills.
- Highly motivated person with well-developed organisational, prioritisation, time management and leadership skills.
- Proven ability to work in a team environment, internally and externally.

G. ORGANISATIONAL RELATIONSHIPS

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| Reports To: | Manager – Statutory Planning |
| Responsible For: | N/A |

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| Internal Liaisons: | WGCMA staff, including the CEO and Executive, WGCMA Board, CEN |
| External Liaisons: | Landholders, developers, local government staff, other State Government Authorities, Traditional Owner groups, water corporations, community groups. |

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 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
- 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.

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| Reviewed By: | Adam Dunn |
| Review Date: | 2 July 2025 |