



Position Description

Position Title:	Lead - Climate and Natural Capital
Tenure:	Up to 1.0 FTE Fixed Term Until 30 June 2028
Enterprise Agreement:	WGCMA Enterprise Agreement 2024
Location:	Traralgon, Maffra or Leongatha. Hybrid Working Available
Classification:	Grade 4
Reports To:	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 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 Catchments and Community Team is one of three teams within the Catchment Planning and Delivery Unit. The Catchment and Community team specialises in enabling strategic

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.

partnerships and implementing stewardship focused projects to deliver the outcomes of the Regional Catchment Strategy.

Position Objective

This position is responsible for developing and coordinating regional climate adaptation programs and integrating nature market opportunities. This includes advising landholders and Traditional Owners on market mechanisms (carbon, biodiversity, natural capital), assessing risks and opportunities, supporting project design, and translating complex scientific and policy information into clear, practical guidance. This role will provide strategic direction for the West Gippsland Catchment Management on its role and priority actions.

Working closely with WGCMA staff, landholders, Traditional Owners, government partners and industry, the position delivers expert advice on project readiness, market participation, climate risk, and regulatory and compliance requirements, enabling the region to strengthen climate resilience while generating environmental, cultural and economic outcomes.

B RESPONSIBILITIES & DUTIES

1. Climate Adaptation and Nature Markets

- Lead development and implementation of regional climate adaptation programs, ensuring alignment with CMA strategies, Victorian Government policy and community priorities.
- Lead the evaluation and renewal of the West Gippsland Regional NRM Climate Change Strategy.
- Provide expert interpretation of climate science, natural capital assessments and market standards to support informed decision-making by WGCMA and partners.
- Develop and implement a framework to connect regional sustainability initiatives with funding pathways across natural capital investment, carbon and biodiversity markets.
- Co-ordinate the development of products and tools to enable partners and stakeholders to deliver climate adaption outcomes within the Regional Catchment Strategy.
- Maintain a strategic focus on emerging risks and opportunities that will inform the priorities for the region.

3. 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 on the Statewide Climate Change Forum and participate in other relevant forums and committees.
- Provide strategic advice to internal and external stakeholders on the integration climate risks and opportunities 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 program outputs, quality and budget.
- Manage projects in line with the organisations purchasing policy and procedures.

4. Catchments and Community Team Participation

- Report on progress and provide advice on climate adaptation and natures Manager Catchments and Community.
- Actively participate in the Catchments and Community Team meetings and activities.
- Regularly review program outcomes and delivery mechanisms and provide advice the Manager Catchments and Community to enable continuous improvement.

C SPECIALIST KNOWLEDGE AND SKILLS

- Experience in the natural resource management planning, including climate adaptation frameworks, climate risk analysis and resilience planning.
- Experience in strategic thinking and planning, including the ability identify long-term opportunities and risks, and translate insights into actionable, organisation-wide strategies.
- Demonstrated understanding of natural capital accounting and emerging environmental markets.
- Ability to translate complex climate and ecological science into actionable policy, guidance and educational material for diverse stakeholders.
- 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.
- 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.
- Demonstrated leadership on regional climate change adaptation, risk assessment and resilience planning.
- Highly developed interpersonal skills and proven ability in stakeholder engagement, partnership development and strategic collaboration.
- Highly developed and experienced coordination, facilitation and negotiation skills.
- Excellent NRM analytical and complex decision-making experience.
- Highly motivated person with well-developed organisational, prioritisation, time management and leadership skills.
- Proven ability to work independently while contributing effectively to a team environment.

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

Reports To	Manager Catchments and Community.
Responsible For	Contractors, service providers and 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, 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

All employees have the following responsibilities to:

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

Reviewed By	Dan Garlick – Executive Manager Catchment Planning & Delivery
Review Date	January 2026