

# Position Description

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| <b>Position Title:</b>       | Catchment and Community Support Officer                  |
| <b>Tenure:</b>               | 0.6 FTE Part Time Fixed Term until July 2027 (12 months) |
| <b>Enterprise Agreement:</b> | WGCMA Enterprise Agreement 2024                          |
| <b>Location:</b>             | Traralgon with Hybrid Working Available                  |
| <b>Classification:</b>       | Grade 3  |
| <b>Reports To:</b>           | Manager – Manager Catchments and Community               |

## A ORGANISATIONAL AND POSITION OBJECTIVES

### About West Gippsland Catchment Management Authority (WGCMA)

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 team specialises in enabling strategic partnerships and implementing stewardship focused projects to deliver the outcomes of the Regional Catchment Strategy.

### **Position Objective**

The role will support the delivery of Catchment and Community programs such as the Victorian Landcare Grants and implementation of the Regional Catchment Strategy, as well as providing administrative support for the Manager Catchments and Community in fulfilling specific project reporting, monitoring and coordination activities as requested.

## **B RESPONSIBILITIES & DUTIES**

### **1. Catchment and Community Administrative Support**

- Provide project and administrative support to Catchment and Community Team as required.
- Prepare agendas, minutes and reports for various partnership committees.
- Provide SharePoint administration assistance.
- Support the administration associated with major investment programs.
- Support relevant reporting processes to ensure compliance with timelines and contractual requirements.
- Provide administrative support during the preparation of funding bids.

### **2. Support delivery and reporting of the Victorian Landcare Grants (VLG) program**

- Support the Regional Landcare Co-ordinator (RLC) to administer the VLG application and contracting.
- Support the RLC to co-ordinate data collation to ensure all Monitoring, Evaluation and Reporting (MER) requirements are delivered.

## **C SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge of office administration and data management processes and systems.
- An ability to understand and interpret contract agreements.
- High level of computer literacy in the Microsoft Office suite of programs.
- A general working knowledge of organisational functions and context including relevant policies and procedures.

## D OTHER POSITION REQUIREMENTS

- High level of responsibility for planning and organising their own time to achieve required objectives and meet deadlines.
- Independent decision making within the parameters delegated to the incumbent.
- Demonstrated ability to undertake duties in an ethical manner and adhere to confidentiality provisions.
- Highly developed and demonstrated capacity to work autonomously, as well as part of a team.
- Excellent verbal and written communication skills to effectively communicate with a wide range of stakeholders.

## E ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for determining day to day priorities to achieve required outputs
- Responsible for delivering on stated position accountabilities
- The position is required to demonstrate, understand and practise confidentiality and privacy in handling all employee and Authority matters and other information
- Carry out duties in a responsible and professional manner with a strong consideration for effective workplace relations

## F KEY SELECTION CRITERIA

- High level of interpersonal skills and the ability to manage relationships with internal and external stakeholders.
- High level of computer literacy with the Microsoft Office suite of programs.
- Well-developed time management, planning and priority setting skills.
- Ability to work independently and contribute to a strong team-focused environment.
- Ability to solve problems, display initiative and be action orientated.

## G ORGANISATIONAL RELATIONSHIPS

|                        |                                  |
|------------------------|----------------------------------|
| <b>Reports To</b>      | Manager Catchments and Community |
| <b>Responsible For</b> | Nil                              |

|                          |   |
|--------------------------|---|
| <b>Internal Liaisons</b> | WGCMA staff, including the CEO and Executive, WGCMA Board and committees  |
| <b>External Liaisons</b> | Other State Government Authorities and Departments, members of the public, Suppliers, Auditors 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:

- Activities associated with office work, including sedentary desk work
- Frequent dealings with members of the public if required

## 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

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| <b>Reviewed By</b> | <b>Dan Garlick</b> |
| <b>Review Date</b> | 8 May 2026         |

*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.*