



Position Description

Position Title:	Project Coordinator
Tenure:	1.0 FTE Full Time Permanent
Enterprise Agreement:	WGCMA Enterprise Agreement 2024
Location:	Traralgon or Leongatha WGCMA Offices, Hybrid Working Available
Classification:	Grade 4
Reports To:	Manager – Project Delivery

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 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 Department of Land, Water and Planning, the Department of Economic Development, Jobs, Transport and Resources, Landcare, external stakeholders, service providers or contractors as appropriate.

Position Objective

The position will require a high level of contract and project management expertise to enable the successful delivery of on-ground projects for land, coastal, biodiversity and waterway assets across the region.

The position will work closely with Project Delivery Team members and other staff within the Catchment Planning and Delivery unit to deliver projects with technical rigour and based on practical, on-ground experience.

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The position features direct and regular interactions with other land managers and landholders. A high level of understanding of information management systems and NRM best practice will be required to enable the successful planning and delivery of projects and management of contractors.

B. RESPONSIBILITIES AND DUTIES

1. Contractor Management

- Establish, assess and award contracts in line with organisational purchasing policy and procedures as required to deliver natural resource management and waterway restoration projects.
- Supervise contractors ensuring project delivery, professional conduct and Work Health and Safety standards are achieved.
- Communicate with contractors so they understand work requirements and performance expectations.
- Monitor and audit work delivered by contractors to ensure all required standards and outputs are delivered. Herbicide application for weed control, native vegetation establishment, agricultural fencing and earthmoving are common project delivery works delivered by contractors.
- Provide regular performance feedback to contractors as required.
- Develop contingency plans and strategies to deal with projects that are not meeting contractual obligations.

2. Project Management

- Manage project delivery and ensure timelines, quality and budget are met across multiple projects and sites in line with land, coastal, biodiversity and waterway plans.
- Scope the identification of specific site locations, approaches/techniques and costings with strategic planners for land, biodiversity and waterway projects.
- Oversee, monitor and report on project outputs, quality and budget using spatial, project and financial management systems supported by the WGCMA.
- Manage plant and equipment use across the works area to ensure the efficient and effective delivery of projects.
- Provide regular and formal communication to Manager and other staff on progress and/or variations against contracts and projects underway.

3. Works Management

- Provide technical expertise to inform the development, review and finalisation of design work for structural works projects to consultants or internal staff for all land, coastal biodiversity and waterway projects.
- Provide technical input to works on waterways for structural works across the region.
- Contribute to regular works maintenance inspections and program across the region for WGCMA built assets and past restoration projects.

4. Partnership Development

- Liaise with land managers and landholders regarding works on their land or waterways that cross or adjoin their property.
- Liaise with Indigenous groups in partnership with the Indigenous Facilitator and manage cultural heritage in line with the organisations policy and procedures
- Work with other agencies or authorities to deliver partnership projects across the region

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- Work with planners to ensure contract and project controls are in line with investor and action plan expectations/requirements.

5. Provide an Emergency Response Service when Required

- Ensure that the WGCMA is able to quickly respond to emergency events when asked by the Chief Executive Officer and WGCMA management.
- Develop contingency plans to balance emergency activities with the agreed works program with other members of the Catchment Planning and Delivery Unit.

C. SPECIALIST KNOWLEDGE AND SKILLS

- An understanding of natural resource management and waterway restoration principles and processes.
- Experience and skills in supervising contractors
- Skills in planning scheduling and costing works programs.
- Specialist understanding of environmental restoration practices, waterway and coastal issues and catchment management.
- Technical knowledge and experience in areas such as geomorphology, hydrology, botany and aquatic ecology.
- Strong project management knowledge and skills including budget management, contractor engagement and management.
- Understanding of rural communities and community engagement principles, specifically in relation to private landholders.
- High levels of competency in the use of computer software and GIS mapping.

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
- Proven supervision and leadership skills with respect to the management of contractors
- 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
- Project Coordinators will be required to exercise considerable autonomy in decision making on issues that may affect the Authority's performance and public image and the safety and health of its employees
- An appropriate level of physical fitness to be able to carry out the required tasks safely is required.

E. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act is broad but bounded by clear project objectives, budgets and the policies and procedures of WGCMA. The Project Coordinator is expected to report regularly to the Project Delivery Manager.
- A frequent need for “on-the-spot” decisions to be made about problems such as accessibility to work sites, varying ground stability, stream flows and prevailing weather conditions. These can have a major affect on the use of equipment, safety of employees including contractors, the timing of works and land manager/owner satisfaction with the performance of the WGCMA. Where unsure, the Project Coordinator is expected to consult with the Project Delivery Manager.
- Responsible for interpreting plans and programs and determining mutually agreed approaches with strategic planning staff to achieve required outputs.
- Will have authority delegated in line with the WGCMA Register of Delegations as varied from time to time.
- Ability to represent the Authority on various committees in a professional manner to pursue the goals and objectives of the WGCMA, as directed by the Project Delivery Team Leader and the Catchment Planning and Delivery Manager.
- Represent the WGCMA in meetings and discussions with external liaisons, as may be appropriate, as directed by the Project Delivery Manager and Catchment Planning and Delivery Manager.
- Commit expenditure on behalf of the WGCMA according the WGCMA’s purchasing policy.
- Ensure all work is conducted in a responsible and professional manner while ensuring it aligns with the Authority’s workplace and employee relations strategies.

F. KEY SELECTION CRITERIA

Essential

- An appropriate high level qualification in the field of Natural Resources Management, Science or Engineering or significant and relevant practical experience in these areas.
- Strong technical knowledge of environmental restoration practices, waterway management, coastal issues and catchment management.
- Proven supervisory and leadership skills with respect to contractors and service providers.
- Highly developed interpersonal skills, and a proven ability to develop and maintain effective partnerships and working relationships with landholders, community groups, agencies and interested member of the public.
- Proven ability and demonstrated experience to plan and deliver on-ground natural resource management projects.
- Project management experience and demonstrated capacities in the areas of work health and safety and contractor management.
- Demonstration of financial management, budgeting and reporting.

G. ORGANISATIONAL RELATIONSHIPS

Reports To:	Manager – Project Delivery
Responsible For:	Contractors 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, Gunaikurnai Land and Waters Aboriginal Corporation, 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
- An appropriate level of physical fitness to be able to carry out the required tasks safely is required.

I. WGCMA VALUES AND 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

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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.

Reviewed By:	Matt Bowler
Review Date:	25/4/2026