1.0 POSITION DETAILS

TITLE: Manager, Riparian and River Channel

TIME FRACTION: 0.8 – 1.0 FTE

CLASSIFICATION: Band SEO

TENURE: Ongoing

REPORTS TO: Program Manager River and Wetland Health

OFFICE LOCATION: Shepparton/Benalla/Yea

FURTHER INFORMATION: Mark Turner, Program Manager River and Wetland Health or Kate Montgomery, People Safety and Wellbeing Manager
Phone 5822 7700

Last Update: August 2019


2.0 POSITION OBJECTIVE

The Manager Riparian and River Channel is responsible for providing strategic oversight and the delivery of Projects within their business unit through monitoring and facilitating the activities of others to achieve results to GB CMA standards and in accordance with policies, procedures and legislation and regulations.

3.0 POSITION CONTEXT

The Manager Riparian and River Channel is a senior management position, with a focus on the development and coaching of individuals and teams to achieve results. The position is one of several Manager positions in the GB CMA and is expected to collaborate across program areas to ensure whole of organisation thinking.

The Manager Riparian and River Channel, will plan and deliver large, complex projects with a number of aspects to coordinate, implement solutions to achieve productive outputs at the business unit level and in completing duties will provide strategic and technical information, guidance and advice on projects to key stakeholders and customers. The role utilises technical knowledge to provide advice, guidance and input into the delivery of objectives and projects that are undertaken across the Goulburn Broken Catchment.

The position will develop and maintain ongoing relationships with key stakeholders including internal and external customers; service providers; community groups and various government bodies.

The position is directly responsible for the management of:
- The team and projects
- Professional consulting and technical staff
- Convening appropriate technical support groups and community groups.
- Manage and provide specialist expert advice
- Prepare funding submissions to deliver relevant Strategy/ies.
- Technical and strategic support to the program Manager.

The Manager Riparian and River Channel, reports to the Program Manager River and Wetland Health.

Organisational Environment

The Manager Riparian and River Channel is key to ensuring implementation of projects to a high standard, across the GB CMA and with Stakeholders.

The position is part of developing and supporting Organisational Strategies, delivery of the Corporate Plan and sub-strategies of the organisation including gaining participation and collaboration from a variety of stakeholders.

The position oversees the monitoring, reporting and evaluation of funding and responses to funding bodies relevant to its projects and will oversee and enhance the process that enable a systematic approach to this across the organisation.

While Regulations, Policies and Procedures are in place to support decision making it is expected at this level the Manager will be able to provide new thinking and produce recommendations for change.

At present the CMA has statutory functions including waterway management, floodplain management and regional drainage functions. In partnership with the State Government and the community, the CMA is responsible for the implementation of the Regional Catchment Strategy, its monitoring and reporting. The development and implementation of catchment-based waterway health and water quality management strategies will provide a focus for changes in natural resource management within the catchment. A key challenge will be to develop balanced integration of current land and water management practices with the emerging needs for improved waterway health management.

Business Perspective

The Goulburn Broken Catchment covers 11% of Victoria and houses some 200,000 people. Of the total 2.4 million hectares of catchment, approximately 250,000 hectares is irrigated and a third of the catchment is public land. There are over 3000 agricultural businesses throughout the region, which includes the municipalities and shires of Moira, Strathbogie, Campaspe, Greater Shepparton, Mitchell, Benalla, Mansfield and Murrindindi.

The Goulburn Broken Catchment Management Authority (GB CMA) is established under the CaLP Act 1994 and, through its Regional Catchment Strategy, is focused on promoting sustainable development and the protection of land and water resources by implementing sound management practices on private and public land. The Authority performs these roles in partnership.

At present the GB CMA has delegated statutory functions under the provisions of the Water Act 1989, including waterway management, floodplain management and regional drainage functions. In partnership with the State Government and the community, the GB CMA is responsible for the implementation of the Regional Catchment Strategy, its monitoring and reporting. The GB CMA employs approximately 65 staff and has an annual budget of around $30 million.

The GB CMA offers a leadership role for the large number of existing organisations and boards that are working towards common sustainability and development targets. The GB CMA’s priorities are to strengthen the links between these groups, be action orientated and maintain and develop community involvement in resource management of the whole catchment.

**Strategic Directions**

During 2011 and 2012, the Goulburn Broken CMA led the development of the Goulburn Broken Regional Catchment Strategy (RCS) 2013-2019. Working with many stakeholders and the Catchment community, the RCS sets the priorities and targets for directing the Catchment’s resources over the next six years towards achieving environmental, social and economic benefits.

The Goulburn Broken RCS and its implementation is underpinned by the resilience approach and social-ecological systems. The resilience approach to catchment management focuses on the connections between people and nature, how these connections change, and what can be done to achieve desired, balanced goals for resilience. Consistent systems of people and nature are called social-ecological systems (SES’), which include elements such as land form, vegetation types, land uses, and social structure and dynamics. SES’ exist at a range of connected scales, from individual site to the whole of-Catchment.

The primary focus for the Goulburn Broken CMA over the five years commencing from 2013-14 will be the implementation of the Goulburn Broken RCS against the strategic objectives which are:

- To embed the resilience approach
- To strengthen partnerships
- To adapt to land-use changes
- To adapt to water policy reform
- To adapt to climate variability
- To adapt to increased farm production.

### 4.0 OUR VISION & PURPOSE

**Vision:**
Resilient landscapes, thriving communities.

**Purpose:**
Through its leadership and partnerships, the Goulburn Broken CMA will improve the resilience of the Catchment’s people, land, biodiversity and water resources in a rapidly changing environment.

### 5.0 OUR VALUES & BEHAVIOURS

**Environmental Sustainability**
We will passionately contribute to improving the environmental health of our catchment.

**Safety**
We vigorously protect and look out for the safety and wellbeing of ourselves, our colleagues and our workers.

**Partnerships**
We focus on teamwork and collaboration across our organisation to develop strategic alliances with partners and the regional community.

**Leadership**
We have the courage to lead change and accept the responsibility to inspire and deliver positive change.

**Respect**
We embrace diversity and treat everyone with fairness, respect, openness and honesty.

**Achievement, Excellence and Accountability**
We do what we say we will do, we do it well and we take responsibility and accountability for our actions.

**Continuous learning, innovation and improvement**
We are an evidence and science-based organisation and we test and challenge the status quo. We learn from our successes and failures and we are continually adapting using internal and external feedback from stakeholders and the environment. We are an agile, flexible and responsive organisation.
## 6.0 KEY RESPONSIBILITY AREAS

<table>
<thead>
<tr>
<th>Key Responsibility Areas</th>
<th>Key Activities</th>
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<tbody>
<tr>
<td>6.1 Managing and Leading</td>
<td>6.1.1 Responsible for facilitating and monitoring the activities of direct reports to achieve results to GBCMA standards and in accordance with policies and procedures.</td>
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<td>6.1.2 Establish communication methods to ensure the team, individuals and/or consultants are well informed, understand priorities and requirements.</td>
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<td>6.1.3 Development and coaching of individuals, and teams to achieve results.</td>
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<td>6.1.4 Complete performance reviews, schedule team/individual meetings, encourage input and manages outcomes</td>
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<td>6.2 Communications &amp; Interpersonal</td>
<td>6.2.1 Use a range of methods, systems and tools to explain to others the key importance of projects and deliverables.</td>
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<td>6.2.2 Influence team to take ownership of ideas and outcomes and ensure people understand each other’s deliverables, and how each person impacts overall performance.</td>
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<td>6.2.3 Promote diversity of ideas, encourage ownership and innovation to achieve new or better outcomes.</td>
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<td>6.2.4 Collaborate and actively listen to stakeholders</td>
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<td>6.2.5 Drive strong community education and engagement action to improve awareness of river and wetland health and assist in effective delivery of the program</td>
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<td>6.2.6 Deliver presentations and manage questions on strategy or plans to stakeholders for the GBCMA.</td>
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<td>6.2.7 Develop and approve complex reports and provide analysis on programs and projects to stakeholders for the GBCMA.</td>
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<td>6.2.8 Provide Strategic advice to the Executive, other Managers and Partners on matters relating to the project or program area</td>
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<td>6.3 Project Management/Strategy</td>
<td>6.3.1 Implement resources planning for projects and programs, ensure timelines and deliverables are met.</td>
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<td>6.3.2 Identify and investigate risks or challenges to project or program outcomes.</td>
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<td>6.3.3 Participate on Committees, planning meetings, Government groups/committees or other meetings as directed by Program Manager.</td>
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<td>6.3.4 Ensure projects or programs are delivered on time, to budget and meet the needs to investors.</td>
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<td>6.3.5 Develop, oversee and where appropriate, implement management strategies and priorities to address key goals within the organisation and catchment.</td>
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<td>6.4 Planning</td>
<td>6.4.1 Develop and design work for programs and projects.</td>
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<td>6.4.2 Manage resources to effectively meet all project and program requirements.</td>
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<td>6.4.3 Monitor and revise project and work plans as required.</td>
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<td>6.5 Continuous improvement</td>
<td>6.5.1 Identify opportunities to improve processes and systems, to increase performance and achieve results</td>
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<td>6.5.2 Develop and implement innovative options to lead the GBCMA business forward.</td>
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7.0 **KEY PERFORMANCE INDICATORS**

The position incumbent will undergo an annual performance assessment to enable performance review outcomes. The performance review process will take into account:

- The role detailed in this document.
- Approved key performance indicators and process.
- Current program objectives. (or more specific if desired)

8.0 **Organisational Relationships**

Reports to:
Program Manager, River & Wetland Health

**Directly manages:**
- River Health Projects Officer
- River Health Team Leader
- River Health Officer x 3
- Works Supervisor

**Internal liaisons:**
- Senior Managers
- GB CMA Staff
- Corporate Team

**External liaisons:**
- Public including key stakeholders
- Public and Private Land Managers
- Consultants
- Government Departments/Agencies
- Professional Networks
- Board Members
- CMA’s
9.0 SELECTION CRITERIA

**Leadership**
- Ability to lead a team, or consultants, or other groups as defined.
- Delegates activities with clear expectations and explanations, to develop individuals, giving others opportunity to perform tasks as appropriate.
- Ability to adapt to change, remain positive in approach and role model behaviours.
- Encourages and gives feedback, seeks out feedback from others.
- Defines work required, allocates people to tasks, and follows progress.
- Takes action on poor performance, identifying areas for improvement and measuring progress.

**Project Management**
- Understands all aspects of project management and is able to provide information, guidance and advice to team and stakeholders.
- Demonstrates successful leadership of the implementation of a range of projects of significant scale, including obtaining funding, coordinate complex priorities and collaborate with diverse stakeholders.

**Government Programs and Strategy**
- Demonstrated knowledge in a range of government programs and projects offered across state and local government.
- Able to research, explain and define a range of legislation, regulation and policy positions.
- Maintains own professional knowledge and skills.

**Communication**
- An approachable and open communicator able to engage stakeholders.
- Able to apply skills and techniques of negotiating, including persuasive discussions.
- Effective listener, able to hear customers or community needs, sometimes complex in nature and navigate steps to desired outcomes
- Ability to establish and maintain relationships with public and private stakeholders
- Proactively manages conflict, with open and honest approach and respectful communication. Will have difficult conversations and resolve matters, for the good of the working environment.

**Qualification & Experience**
- Bachelor level degree or greater qualification in Natural Resource Management field, or other relevant discipline is required, preferably with post-graduate studies in related area.
- Extensive knowledge of and experience of more than 5 years in; leading teams, leading complex consultations and negotiations, managing diverse stakeholders, and implementing program and strategy development

**9.6 Specific to the Manager, Riparian and River Channel;**
- Experience particularly in riparian and river channel issues and a good understanding of a broad range of NRM issues which can impact on water quantity and quality, and water management.
- Specifically, the projects experience would include the management of a range of labouring and civil construction contracts.

10.0 OTHER RELEVANT INFORMATION

**10.1** The incumbent will be expected to attend after-hours and weekend events where necessary in consultation with their Manager.

**10.2** The incumbent will be required to hold a current Victorian drivers’ licence.

**10.3** The incumbent may be required to attend a medical examination.

**10.4** Whilst in the employ of the Authority an officer shall not engage or undertake to carry out for a fee, reward or payment any private contracting work unless with written permission of the Chief Executive Officer and/or Authority as applicable.

11.0 OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY

The Manager – Riparian and River Channel, must adhere to all OH&S obligations as per the GBCMA OHS Manual & Policy Statement. In particular any employee with supervisory responsibilities has a responsibility to ensure:
- They carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
- Ensure relevant health and safety policies and procedures are implemented in their areas of control.
- All risk control measures in their areas of responsibility are implemented, regularly monitored and maintained.
• The employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.

Employees have a responsibility to take reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. Employees have a responsibility to:
• Report any incident or hazards at work to their manager or supervisor.
• Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
• Obey any reasonable instruction aimed at protecting their health and safety while at work.
• Use any equipment provided to protect their health and safety while at work.
• Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
• Consider and provide feedback on any matters which may affect their health and safety.
• Ensure they are not so affected by alcohol or another drug to endanger their own or any other persons’ health and safety.

13.0 FINANCIAL DELEGATION
The position has a financial delegation of $75,000.

14.0 POSITION CATEGORY & VEHICLE ALLOCATION
In accordance with HRM 047 – Vehicle Allocation Procedure the position is a Category 2 position with eligibility for a Vehicle Category 2.

15.0 SALARY
The successful applicant will be engaged pursuant to Goulburn Broken Catchment Management Authority Enterprise Agreement.
The salary will be consistent with the starting level of the Band SEO classification as per the Goulburn Broken CMA Enterprise Bargaining Agreement. An additional 9.5% superannuation is payable. A vehicle for full private use is included within the salary package, requiring a salary deduction in line with the Authority’s vehicle policy.

16.0 PRIVACY
The GB CMA collects personal information in accordance with the Victorian Information Privacy Act 2000. 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.

The Goulburn Broken Catchment Management Authority is an Equal Employment Opportunity employer, provides a smoke free work environment and is committed to the health and safety of its employees.

The Goulburn Broken Catchment Management Authority promotes Work & Lifestyle Friendly options wherever possible.