

# JOB SPECIFICATION



**GOULBURN  
BROKEN**

CATCHMENT  
MANAGEMENT  
AUTHORITY

**POSITION TITLE:** NRM Project Officer (River and Wetland Health)

The below specification provides additional detail to the deliverables of this position and should be read in conjunction with Position Description.

**TIME FRACTION:** 0.6 – 1.0 FTE

**TENURE:** Fixed Term to August 31<sup>th</sup> 2023

**LOCATION:** Preferred Shepparton, will consider Benalla or Yea

**SALARY:** Band 7 of the [Goulburn Broken CMA Enterprise Agreement](#) commencing at \$81,906 (or pro-rata)

**REPORTING TO:** River and Wetland Health Manager

In this role you will focus on supporting the GB CMA to meet contractual obligations related to its role in the Goulburn to Murray Trade rule review monitoring program and the Constraints 1a program.

This will include:

- Planning and delivery of small to medium projects
- Coordinating contractual arrangements with service providers to deliver projects, using established project management and procurement processes
- Ensure all content related to each project is stored and circulated appropriately.
- Provide input into program related planning such as opportunities for future funding applications, as required
- Ensure all project reporting including quarterly and annual written and spatial, is on time and accurate; as well as managing project budgets.

You will bring with you;

- Effective communication experience to build working relationships
- Well-developed project management skills
- Demonstrated experience in stakeholder engagement
- A desire to contribute to and work closely with a small team

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