

Goulburn Broken CMA

Project Officer – Irrigation



**GOULBURN
BROKEN**

CATCHMENT
MANAGEMENT
AUTHORITY

January 2019

1.0 POSITION DETAILS

TITLE:	Project Officer – Irrigation
TIME FRACTION:	1.0 FTE
CLASSIFICATION:	7
TENURE:	Ongoing
REPORTS TO:	Manager – Irrigation & Strategy - Sustainable Irrigation
OFFICE LOCATION:	Shepparton
FURTHER INFORMATION:	Megan McFarlane, Manager – Irrigation & Strategy or Kate Montgomery, People Safety and Wellbeing Manager Phone 5822 7700

2.0 POSITION OBJECTIVE

The *Project Officer, Irrigation* is accountable for monitoring and the delivery of sustainable irrigation projects for the Goulburn Broken Catchment Management Authority, in accordance with project plans.

3.0 POSITION CONTEXT

The *Project Officer, Irrigation* delivers small to medium sized projects that may have a number of elements for implementation. The position works closely with the Manager to ensure they provide information and guidance to stakeholders on projects in a time efficient manner.

The role works closely with the Manager and team to deliver on the outcomes of the Shepparton Irrigation Region Land & Water Management Plan. The focus is on planning and delivery of a range of projects. Projects will cover a range of irrigation related areas including farm systems, salinity, drainage, land use, water quality and environment.

The role develops reports and utilises systems to ensure projects and programs are delivered on time and to budget.

The role is accountable for assisting with consultations – including developing and coordinating public presentations, forums and meetings with Community and key stakeholders. The position supports the delivery of project plans by delivering on approved outputs and completing all associated activities of recording data and preparing reports.

The position communicates with internal and external customers, to resolve issues and challenges in a positive and productive manner.

The *Project Officer, Irrigation* reports to the Manager – Megan McFarlane.

Organisational Environment

The *Project Officer – Irrigation* role is one of a number of Project positions in the GB CMA and the Sustainable Irrigation team. The role is crucial to ensuring project planning and delivery is of a high standard.

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

The role is expected to maintain knowledge of organisational projects and programs and utilise this knowledge to enhance results when completing tasks. Regulations, Policies and Procedures are in place to support decision making and guidance will be provided by the Manager.

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 with others including the Department of Economic Development, Jobs, Transport & Resources (DEDJTR), the Department of Environment, Land, Water and Planning (DELWP) Goulburn-Murray Water, Goulburn Valley Water, Non-Government Organisations, Municipal Councils, Landcare Groups and the wider community.

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 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 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:

Healthy, resilient and increasingly productive landscapes supporting vibrant 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

Key Responsibility Areas	Key Activities
6.1 Effective Communication	<ul style="list-style-type: none"> • Actively listen to stakeholders, summarise points and take necessary action when developing and delivering projects and programs. • Communicate openly and be approachable, on projects and program details. • Works collaboratively with stakeholders. • Use a range of methods to explain to others the key importance of projects and deliverables.

6.2 Project Management	<ul style="list-style-type: none"> • Support identification of relevant small to medium projects and actions under Shepparton Irrigation Region Land & Water Management Plan. • Plan and deliver a range of projects that include: <ul style="list-style-type: none"> - Water quality monitoring - Farm plan management - Farm drainage - Salinity <p>Relevant for all Projects,</p> <ul style="list-style-type: none"> • Community engagement during project delivery, utilizing effective communication skills across diverse community. • Identifies risks and challenges to projects deliverables; identifying risks early and recommends steps to resolve matters. • Employs change controls procedures and utilize planning tools to manage work. • Develop reports to keep track of projects and programs. • Identify and recommend changes to processes and systems to be more agile and respond to organisational requirements.
6.3 Business/Analytical	<ul style="list-style-type: none"> • Ability to work within defined procedures, frameworks and guidelines to deliver required outputs. • Data collection, analysis and reporting with accuracy and in a timely manner with the support of the Manager. • Monitoring costs and resource allocation to projects and programs with support of the Manager. • Maintain business process and reporting requirements for project timeframes, deliverables and risk register. • Complete all required authority paperwork, as per policy and procedures. • Identify opportunities to improvements in processes and systems to improve performance and results. • Follow existing policy, regulation and frameworks.
6.4 Stakeholder Engagement	<ul style="list-style-type: none"> • Identify stakeholders – internal and external - and understand their key requirements. Work with partners to maximise benefits of water allocations and resource management. • Maintain stakeholder relationships across projects and programs. • Resolve issues with respect with customers. • Respond to stakeholder requests and feedback, consistent with policies, practices and processes. • Work collaboratively with stakeholders.

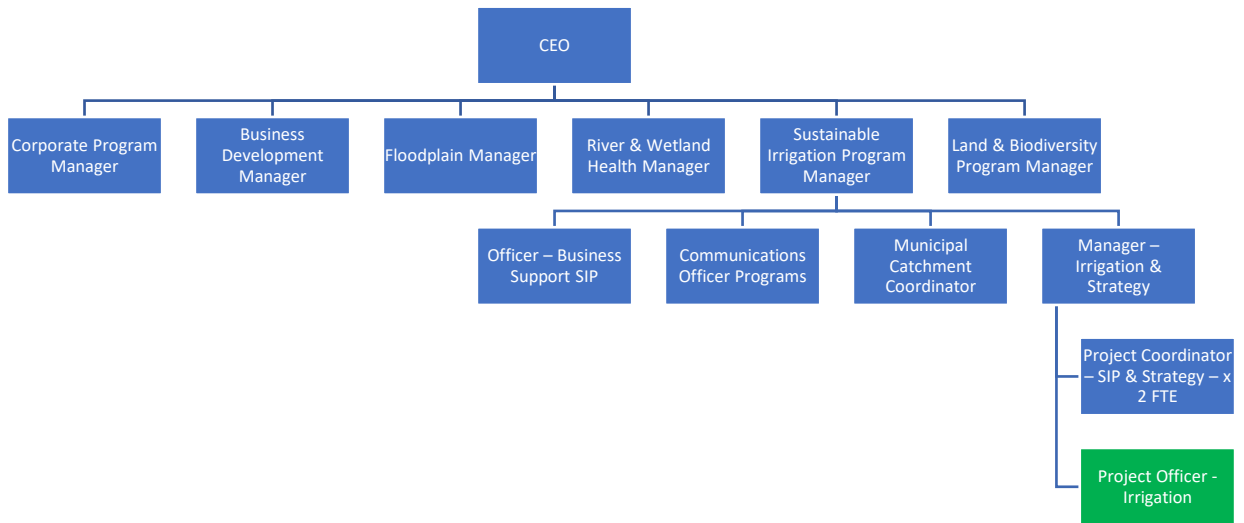
7.0 KEY PERFORMANCE INDICATORS

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:

Manager – Irrigation & Strategy

Directly manages:

Nil

Internal liaisons:

Project Coordinators
 Project Officers
 Program Managers

External liaisons:

Agencies/ Government Departments
 Businesses that the GBCMA purchase goods and service from
 Auditors
 Other stakeholders as identified

9.0 SELECTION CRITERIA

9.1 Communication and Interpersonal	<ul style="list-style-type: none">• Able to write clearly and succinctly in a variety of communication settings and styles, to suite the audience.• Presentation skills in a variety of settings; one-on-one, with peers and in meetings or groups.• An approachable style, and open communicator who can point to successes in effective communication.• Proactively participates as part of the team-including in team meetings and processes.• Ability to work collaboratively with a range of stakeholders.
6.2 Project Management	<ul style="list-style-type: none">• Well-developed project management skills including the identification of key outputs and plans to achieve these.• Ability to meet report requirements, quality standards and other required specifications• Ability to identify project risks early and manage good outcomes• Able to follow Program & Project plans and goals
9.3 Regulation, Legislation and Government	<ul style="list-style-type: none">• Awareness and ability to research a range of government programs and projects offered across state and local government• Understanding of legislation and regulations, relevant to the Resources, Water and Catchment areas• Maintains own professional knowledge and skills• Able to contribute to the development and review of policy relevant to the area
9.4 Customer Service	<ul style="list-style-type: none">• Proven ability in delivering on customer requirements, internal and external, while dealing with complex settings• Ability to identify customer needs and work together to address these• Monitors customer feedback and acts
9.5 Budgeting and costing analysis	<ul style="list-style-type: none">• Experience in budgeting and costing skills for projects• Ability to breakdown studies and detailed information that forms the basis for analysis• Proven intermediate MS Office skills in Excel, Word and PowerPoint
9.5 Qualifications and Experience	<ul style="list-style-type: none">• Diploma level or greater, qualifications in Agriculture, Engineering, Environmental or Science, or other relevant discipline is required• Previous experience delivering Projects in Water, Agriculture or Environmental organisations• Demonstrated experience in stakeholder engagement

10.0 OTHER RELEVANT INFORMATION

- 10.1** The successful applicant will be engaged pursuant to Goulburn Broken Catchment Management Authority Enterprise Bargaining Agreement.
- 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 *Project Officer, Irrigation* must adhere to all OH&S obligations as per the GBCMA OHS Manual & Policy Statement.

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.

12.0 FINANCIAL DELEGATION

The positions financial delegation is to be determined by the Board

13.0 POSITION CATEGORY & VEHICLE ALLOCATION

In accordance with HRM 047 – Vehicle Allocation Procedure the position is a category 2 position with eligibility for a vehicle from category 2 as the position has an expectation for regular travel to other locations of approximately 200km per week.

14.0 SALARY

The salary will be consistent with the Band 7 classification commencing at \$74,933.557 as per the GB CMA Enterprise Bargaining Agreement. An additional 9.5% superannuation is payable.

15.0 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.