



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Project Officer - EGLN

REPORTS TO: Project Team Leader

POSITION OBJECTIVES

This position, under the direction of the Project Team Leader with support and guidance of the Project Coordinator – EGLN, provides planning and project management on behalf of the East Gippsland Landcare Network (EGLN) within the Programs function of the East Gippsland Catchment Management Authority (the Authority). Included in the role is the planning, implementation, monitoring, evaluation and reporting of projects, project promotion and maintaining partnerships with stakeholders.

KEY RESPONSIBILITIES

- Work with, and assist the Executive Support Officer/Project Coordinator - EGLN and the Project Coordinator - EGLN in liaising with, facilitating and supporting Landcare groups in the following areas:
 - Administrative tasks including production of annual reports, meeting and membership administration
 - Provide effective support to enable local Landcare Groups to achieve individual Landcare Group action plans in alignment with the EGLN Strategic Plan
 - Project design, planning, implementation, monitoring, evaluation and reporting
 - Building Landcare group and member capability and capacity through workshops and events
 - Reward and recognition activities in respect of the Landcare community's efforts and achievements.
 - Plan and facilitate workshops and events
- Ensure all EGLN projects are delivered in line with procedures and all relevant operational and stakeholder data is captured and recorded
- Promote the EGLN and Landcare groups through promotional materials, documenting success stories and case studies
- Support EGLN sub-committees
- Maintain effective relationships with key stakeholders
- Other duties as required that are considered reasonable in the context of this position.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of East Gippsland's natural resources and the role and operations of Landcare and related natural resource management organisations and government agencies
- Proven ability to work within a multi-functional team, as well as an ability to work independently and autonomously
- Ability to coordinate activities and achieve objectives within time and budget constraints
- Ability to engage with, and influence partners to deliver project goals.

INTER-PERSONAL SKILLS

- Ability to communicate effectively, both written and orally, and work collaboratively with a wide range of stakeholders including community groups, individuals, landowners, government agency employees and industry leaders.

QUALIFICATIONS AND EXPERIENCE

- Experience (preferred) in providing services to achieve results in the areas of:
 - Natural resource management
 - Project management and implementation
 - Ability in developing and maintaining partnerships with multiple groups, individuals, community and agencies.
- Current First Aid Certificate – Level 2

You must hold and maintain a Victorian Drivers Licence and a satisfactory National Police Check (no older than 12 months) must be provided prior to or within four weeks from date of commencement with the Authority. All costs incurred in obtaining the police check will be at the employee's expense.

JUDGEMENT AND DECISION MAKING

- The position requires good decision-making and judgment skills to deliver required tasks and achieve outcomes as part of the programs team the support and guidance of the Project Coordinator - EGLN and under the direction of the Project Team Leader
- Developing skills in problem solving and generating solutions to ensure tasks and projects are delivered to the highest standard.

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

- This position will require liaison with all functions within the Authority.

EXTERNAL LIAISON

- EGLN Executive
- Landcare groups and members
- Other community groups and members of the public
- Government departments and agencies
- Other catchment management authorities
- Suppliers
- Local Government
- Non-government organisations
- Private corporations/Industry
- Service authorities
- Service providers engaged by EGLN
- Professional organisations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing

- Number of staff reporting directly: Nil.

SCALE OF OPERATIONS

Budget

- Nil.

EXTENT OF AUTHORITY

- Project delivery: As directed, assist in the delivery of tasks to achieve project and program outcomes.

Financial Delegation

- As per the board approved financial delegations instrument.

KEY SELECTION CRITERIA

- An interest in natural resource management and / or community engagement philosophies, principles and practices. A keenness to learn and proactively participate in ongoing professional development, in the scope of this position
- The ability to provide support services for the planning and implementation of projects including completion of action plans, budgets, submissions and reports
- Excellent word processing skills, and knowledge and experience of computer applications, including GIS and database applications
- Ability to take initiative, provide support, and work as part of a team, or independently, to ensure tasks are completed and outcomes are achieved
- Ability to communicate effectively, both written and orally, and work collaboratively with a wide range of stakeholders including community groups, contractors, individuals, landowners, government agency employees and industry leaders.

OH&S Responsibilities Statement

The East Gippsland Catchment Management Authority (the Authority) is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health for all employees, contractors and others who enter our work area. This commitment includes establishing and maintaining safe systems of work, safe plant and equipment together with appropriate training and competent supervision.

Occupational Health & Safety is an area where all persons at the Authority have a shared or joint responsibility, with the Chief Executive Officer accepting overall responsibility. Management, including supervisors will always regard health and safety as their highest priority and will not knowingly place employees, contractors or members of the general public at risk.

Responsibilities

Board

- Exercise due diligence to ensure the Authority is appropriately managing its safety responsibilities
- Approval and annual review of the WHS Policy
- Monitoring health and safety performance and the implementation of the WHS Policy.

Chief Executive Officer

- Operational delivery of the WHS policy together with the maintenance of all relevant procedures
- Operational delivery, management and annual review of the Safety Management System
- To exercise due care and diligence to meet applicable legal requirements
- Reporting to the Board on Occupational Health and Safety performance
- Ensure appropriate people and budgetary resources are provided for the Authority to deliver on its health and safety obligations
- Establish occupational health & safety responsibilities for employees, all levels of management and the occupational health and safety committee that will ensure the OH &S systems are effective.

Managers

- Establish occupational health and safety leadership and demonstrate that their management decisions and actions are consistent with the intent of the occupational health & safety policy
- Accept and communicate the occupational health and safety policy intent to all staff and ensure compliance.
- Review the Occupational Health & Safety Management system and relevant procedures annually

- Identify all potential occupational health risks and establish a program of prevention, monitoring and employee awareness
- Establish and implement effective induction and safe work skills training programs for all new employees and implement regular work skills retraining programs
- Conduct investigations and implement corrective actions for all workplace occurrences i.e. lost time injuries, plant, product and equipment damage, minor injuries and near miss occurrences
- Ensure injured employees are rehabilitated and an early return to the workplace is achieved
- Encourage employee participation in hazard inspections, reporting and corrective action processes
- Ensure sufficient protective equipment and personal protective clothing is available and correctly used and maintained
- Periodically audit the effectiveness of the occupational health and safety systems.

Supervisors

- Assist with the review of the Occupational Health & Safety Management system and relevant procedures
- Conduct regular recorded risk assessments/audits and ensure suitable controls are implemented on the basis of established priorities
- Communicate occupational health and safety performance and progress regularly to senior management.

All Employees

- To accept and abide by the intent of the OH &S policy
- Comply with all safe work practices and procedures
- Undertake periodic retraining in safe work practices and safe work skills
- Undertake workplace inspections as required
- Report all hazards and hazardous activities to management
- Recommend corrective action and implement those solutions where possible
- Participate in reviews of work practices and procedures periodically
- Use protective equipment and personal protective equipment issued according to defined standards
- To contribute in incident investigations and when possible assist in the implementation of corrective actions
- To participate in rehabilitation programs if and when required
- Working with due care and consideration to safeguard their own health and safety and the health and safety of others.