



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Project Team Leader

REPORTS TO: Operations Manager

POSITION OBJECTIVES

This position coordinates and supports the planning, delivery and reporting of state and commonwealth funded programs. The position also coordinates the monitoring and evaluation programs for the State and Commonwealth funded programs.

The role provides support to staff and project partners in the development and delivery of natural resource management projects.

KEY RESPONSIBILITIES

The duties of the position include responsibility to:

- Coordinate State and Commonwealth funded programs
- Maintain relationships with State and Commonwealth investment staff, including delivering reports on time
- Coordinate and deliver on the reporting obligations of the Authority under current service level agreements for State and Commonwealth funded programs
- Coordinate the monitoring and evaluation activities of the Authority
- Provide support and advice to contractors, Authority staff and partner organisations regarding the development and implementation of natural resource management projects in the region
- Manage steering committees associated with the delivery of Authority funded, projects.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and understanding of natural resource management issues
- Ability to broker partnerships with multiple agency partners to achieve program outcomes



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

- Ability to effectively implement programs and achieve multiple objectives on time and within budgets
- Ability to interpret project financial and output reports
- Sound oral and written communication skills.

MANAGEMENT SKILLS

- The ability to lead, motivate, develop and manage staff within the responsibilities of the position
- Competence in problem solving, negotiation and seeking solutions
- Ability to manage time across the multiple responsibilities of the role.

INTER-PERSONAL SKILLS

- Able to communicate effectively both written and orally with a wide range of stakeholders including landholders, community members, government employees and industry leaders
- The ability to work collaboratively with agency staff, the community, field staff, and landholders
- The ability to negotiate with clients, government departments and Authority staff.

QUALIFICATIONS AND EXPERIENCE

- Possession of an appropriate tertiary qualification (or equivalent experience) related to Natural Resources Management, or similar government agency management
- Program/project management experience
- Ability to work with Government departments, agencies, NGO's and community organisations
- Experience and the ability to work with project teams in planning and implementing service delivery.

You must hold and maintain a Victorian Driver Licence and hold or consent to obtaining a satisfactory current Police Check.

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

- Position will require liaison with all functions within the Authority.

EXTERNAL LIAISON

- Members of the public
- Government Departments and Agencies
- Other Catchment Management Authorities
- Community Groups
- Suppliers
- Local Government
- Non-Government organisations
- Service authorities
- Professional organisations
- Private corporations/Industry
- Externally convened technical committees and working groups.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing

- Number of staff reporting directly: 2-6
- Number of staff reporting indirectly: Nil

SCALE OF OPERATIONS

Budget

- \$1m. approximately.

EXTENT OF AUTHORITY

Financial delegations:-

- As per the board approved financial delegations instrument.

Other:

- Represent the Authority in negotiations with external liaisons, as may be appropriate, in accordance with the Authority's policies and procedures.



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

KEY SELECTION CRITERIA

- Possession of an appropriate tertiary qualification (or equivalent experience) related to natural resource management, or similar government agency management
- Knowledge and understanding of Catchment Management Authorities and their place in natural resource management
- Able to communicate effectively both written and orally with a wide range of stakeholders including landholders, community members, government employees and industry leaders
- Demonstrated sound knowledge of a range of Commonwealth and State natural resource management policies
- Demonstrated ability to interpret project financial reports
- The ability to lead, motivate, develop and manage staff within the responsibilities of the position
- The ability to set priorities, achieve deadlines and to co-ordinate projects
- Demonstrated knowledge of current computer applications, including GIS
- A current Victorian Drivers Licence
- A current satisfactory Police Check.



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

WH&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 OHS Policy
- Monitoring health and safety performance and the implementation of the OHS Policy.

Chief Executive Officer

- Operational delivery of the OHS 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.



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

- 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