



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Quality and Performance Manager

REPORTS TO: Chief Executive Officer

POSITION OBJECTIVES

The position is a member of the executive team of the Authority who reports direct to the CEO.

The position is specifically accountable for provision of the following:

1. Board, sub-committee record keeping and administration.
2. Administration for Authority hosted entities, including Gunaikurnai Traditional Owner Land Management Board (GKTOLMB), East Gippsland Landcare Network (EGLN), Vic Catchments and Gippsland Lakes Coordinating Committee (GLCC).
3. Policy and procedure maintenance and development.
4. OHS management system maintenance and development.
5. Contract management and monitoring of contract performance.
6. Human resources administration.
7. Records management systems.

KEY RESPONSIBILITIES

Board, sub-committees and hosted entities administration

This position is responsible for and oversees:

- Board and committee administration and support including agenda preparation, papers preparation and distribution, venue, catering, minutes and action lists
- Maintenance of a system of board and committee records; minute files, attendance records, register of interests, pecuniary interests
- Establishment of a timetable of corporate actions required during the year
- Coordination of events for board and committees as required; speakers, catering, attendees, etc.
- Coordination of board member induction
- Management of board and committee correspondence as required
- The provision of contracted services to hosted entities.



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Policy and procedure development and review

This position is responsible for ensuring the Authority complies with all applicable legislation, regulations, directions etc. and oversees:

- The review, update and development of Authority policies and procedures in accordance with legislative requirements and/or Authority needs.

OHS system maintenance and development

- Convenor of the OHS Committee
- Coordinating and undertaking actions required to ensure the Authority's safety management system is continuously improved, implemented and operating as intended including meeting OHS KPIs and reporting requirements
- Develop and oversee the implementation of the Authority's OHS Action Plan
- Ensure centralized OHS record keeping is in place and maintained.

Contract management

- Oversight of all contracts and agreements including:
 - Review and maintenance of contract templates
 - Review of the performance of contract obligations including reporting requirements
 - Management reporting of contract management and performance
 - Maintaining control and administration of contracts.

Human resources

This position is responsible for and oversees:

- All aspects of the professional development (PR&D) process
- Staff training including generic compliance training, OHS training and individual staff training requirements
- The provision of accurate advice and information to management and staff on the interpretation and implementation of HR policies, procedures, Awards and legislative requirements
- Staff recruitment, induction and termination processes
- The development, review and improvement of all HR related policies, procedures and plans.

Other

- Manage and coordinate the preparation of the Corporate Plan and Annual Report on behalf of the Authority
- Implementation and oversight of the Authority's Fraud Prevention and Management Procedure as the Authority's nominated Fraud and Corruption Control Officer
- Input into state-wide policy relevant to accountabilities



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- Coordination of the Authority executive team, and
- Management of Authority records management system.

SPECIALIST KNOWLEDGE AND SKILLS

- The ability and enthusiasm to initiate and drive actions and change within areas of responsibility.
- Proven communication, interpersonal, negotiation and report writing skills.
- Experience working in a service environment.
- Knowledge of government natural resource management policies, contracts and programs.
- Experience working at an executive management level.

MANAGEMENT SKILLS

- The ability to lead, motivate, develop and manage staff
- Management ability to set and monitor goals and objectives for teams of people.
- Capacity to review and formulate policies and procedures.
- High level of competence in problem solving and seeking solutions.
- Report writing skills and the ability to prepare management reports at an executive management level.

INTER-PERSONAL SKILLS

- Able to communicate effectively both written and orally with a wide range of stakeholders including community members, staff and industry leaders.
- The ability to work collaboratively with agency people, the community, the board and staff.
- The ability to negotiate and consult with clients, government departments and staff.
- Able to represent the Authority on various committees in a professional and sensitive manner to pursue the goals and objectives of the Authority.

QUALIFICATIONS AND EXPERIENCE

- Possession of an appropriate tertiary qualification in a business related field together with experience in commercial, local government or similar government agency management.
- Project and contract management experience.
- Working with Government bureaucracies, policies and funding programs.
- A current Victorian Drivers License



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JUDGEMENT AND DECISION MAKING

- Ability to manage and maintain policies and processes which are tailored to the Authority available resources
- The incumbent will be encouraged to make appropriate decisions and interpret information as required. However, guidance and advice is always available if a difficult or unusual problem is encountered.
- The position has a high level of autonomy in decision-making therefore a high level of judgement is required.
- Decisions that effect CMA policies and procedures are made in consultation with the CEO and executive management.

ORGANISATIONAL RELATIONSHIPS

SUPERVISES/MANAGES

- Board Secretary and H/R Coordinator

INTERNAL LIAISON

- Position will require liaison with all functions within the Authority.
- Various sub-committees
- Chair, board and other sub-committee members

EXTERNAL LIAISON

- Government Departments and Agencies
- Auditors
- Other Catchment Management Authorities
- Suppliers
- Government Departments (Federal and State)
- Non-Government organisations
- Service authorities
- Professional advisors retained by the EGCMA
- Professional organisations
- Private corporations/Industry

EXTENT OF AUTHORITY

Staffing

- Number of staff reporting directly: 1



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Financial delegations:-

- As per the Authority's Instrument of Financial Delegations

Other:

- Represent the Authority in negotiations with external liaisons, as may be appropriate
- Has the authority to sign on behalf of the Authority when submitting applications for funding or issuing correspondence within the guidelines and policies and procedures of the Authority.

KEY SELECTION CRITERIA

- Possession of an appropriate tertiary qualification in a business related field together with experience in commercial, local government or similar government agency management.
- Demonstrated strong analytical skills.
- Proven communication, interpersonal and negotiation skills.
- Proven management ability to set and monitor goals and objectives for teams of people.
- Demonstrated capacity to review and formulate policies, contracts and procedures.
- Demonstrated report writing skills and the ability to prepare executive management reports which are informative, reflect canvassed opinion and have clear recommendations.
- Current Victorian Drivers Licence.



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Responsibilities Statement

The Responsibilities Statement is to ensure that all personnel are aware of their responsibilities to Occupational Health and Safety and the environment whilst at East Gippsland Catchment Management Authority.

Responsibilities of Management:

The Board of the East Gippsland Catchment Management Authority is responsible for providing an environment in which the level of risk of injury or disease is as low as possible. The Chief Executive Officer and management team will set policies and give direction for the effective management of Occupational Health and Safety within East Gippsland Catchment Management Authority and the broader community. It will allocate resources to reduce risk and provide a framework to enable all personnel to actively participate in controlling hazards. The Chief Executive Officer has overall responsibility for OH&S management.

Managers:

Managers, aside from their own personal responsibilities to OH&S at East Gippsland Catchment Management Authority will play a significant role in the approval and review of OH&S at an organisation wide level.

This will include:

1. Reviewing East Gippsland Catchment Management Authority's overall OH&S performance.
2. Reviewing serious accidents/incidents at East Gippsland Catchment Management Authority.
3. Ensuring East Gippsland Catchment Management Authority's compliance to the relevant OH&S legislation.
4. Facilitating the return to work of injured personnel in their area.
5. Being an active member of the OH&S Committee when required/requested.
6. The Chief Executive Officer will notify Worksafe were applicable of hearing tests or direct the audiometric company to do so.

This will be achieved by preparing reports and allocating the appropriate resources.



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Supervisors:

Supervisor responsibilities relate to the development, implementation and monitoring of OH&S and rehabilitation programs, and to the provision of training all levels of personnel in the principals of OH&S. Supervisors will provide their personnel with the direct leadership and supervision they require.

This will include:

1. Ensuring that appropriate action is taken at East Gippsland Catchment Management Authority to implement the OH&S policy, procedures and legislative requirements.
2. Monitoring the OH&S performance within their area of responsibility.
3. Showing commitment to OH&S at East Gippsland Catchment Management Authority through participation in formal and informal discussions, OH&S training, return to work programs, hazard inspections, etc.
4. Reviewing/investigating all accidents/incidents in their area and if necessary preparing reports.
5. Reviewing any relevant OH&S related report.
6. Being an active member of the OH&S Committee where required.
7. Ensuring that personnel are consulted notified and supplied with all relevant OH&S information and changes.
8. Initiating actions to improve OH&S at East Gippsland Catchment Management Authority's.
9. Reviewing the OH&S performance of personnel.
10. Actively monitoring their area to identify hazards and then taking appropriate action to eliminate/control the hazards.
11. Ensuring all East Gippsland Catchment Management Authority personnel are inducted and receive appropriate training and equipment as needed to perform their jobs safely.
12. Supporting rehabilitation of injured workers.
13. Ensure personnel under their control follow established work instructions and work procedures.
14. Ensure contractors and site visitors in their area of responsibility observe the Company safety procedures and use the appropriate personal protective equipment.
15. Oversee the provision of First Aid facilities and ensure qualified First Aid personnel are available when required.

This will be achieved by preparing reports, consultation with management and personnel, inspecting work areas, sighting personnel at work and listing alternative duties.



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East Gippsland Catchment Management Authority Personnel:

East Gippsland Catchment Management Authority personnel's responsibilities involve co-operation with management to ensure that all OH&S policies, procedures and legislation's are followed and that any injured workers returning to work are welcomed and supported.

Specific responsibilities of employees will include:

1. Following safe work procedures at all times to prevent injury to themselves or others.
2. Reporting any accidents/incidents/hazards to their supervisor immediately.
3. Supporting East Gippsland Catchment Management Authority OH&S Management system.
4. Actively participate in any return to work programs.
5. Actively participate in any training required to improve skills and knowledge.
6. Working with due care and consideration to safeguard their own health and safety and the health and safety of others.
7. Comply with all safe work practices and procedures set in place by Management.
8. Use equipment that is issued for personal protection and ensure that it is maintained in proper order.
9. Co-operate with any rehabilitation program that is arranged to assist recovery from injury for themselves or fellow workers.

This will be achieved by participating in the training provided safety meetings and by reading the Safety Notices and Safety Committee Minutes.

Contractors:

East Gippsland Catchment Management Authority will ensure all contractors receive written copies of all relevant OH&S information before commencing work. Contractors are expected to take on the same responsibilities as East Gippsland Catchment Management Authority personnel when working on East Gippsland Catchment Management Authority property/operations.