

Executive Officer - Vic Catchments

POSITION DESCRIPTION

Position Title:	Executive Officer – Vic Catchments
Location:	Flexible (but regular interaction with the Vic Catchments Chairman, CEO and Melbourne stakeholders will be required).
Salary:	\$120,000 Total Remuneration Package (TRP)
Term of Appointment:	2 years with a six month probation period. Flexible work options will be considered.
Reports to:	Chairperson, Vic Catchments for all Vic Catchments matters. CEO, East Gippsland CMA for employment related matters.
Employed by:	East Gippsland CMA
Supervises:	Executive Support personnel (contractor)

Overview

Vic Catchments was formed in 2017 by Victoria's Catchment Management Authorities (CMA) to improve the state-wide delivery of the Victorian Government's Integrated Catchment Management (ICM) strategy *Our Catchments our Communities* (OCOC) through a clear, consistent and accountable principles framework. The framework will be managed by Vic Catchments on behalf of all CMA's in a collegiate manner.

The following diagram provides a brief overview of the structure.

Vic Catchments Chairperson

1. Supervises the executive team work plan consistent with decisions of Vic Catchments.
2. Coordinates Vic Catchments agenda in consultation with members.



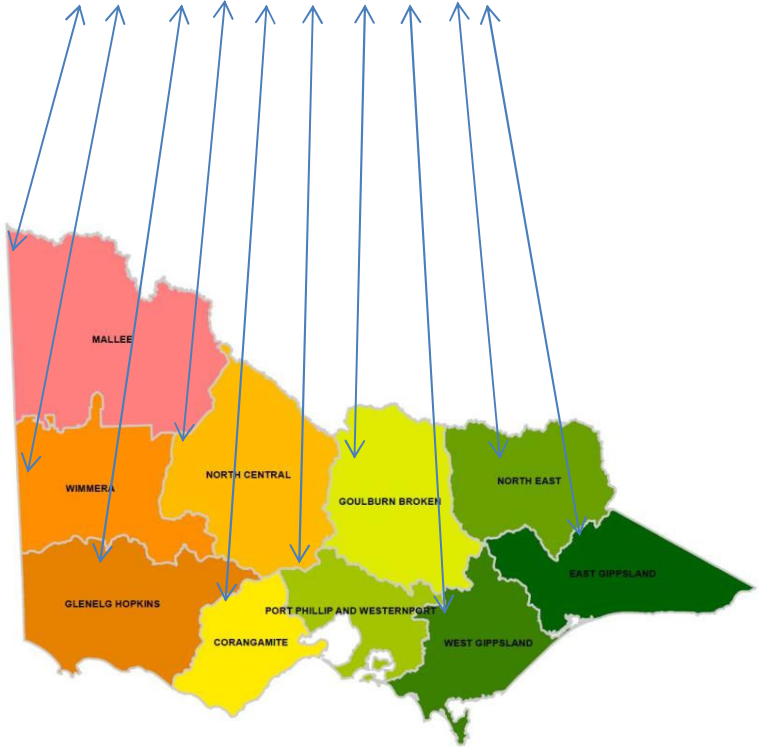
Vic Catchments (Quarterly meetings)

1. Comprises formal meetings of all regional Chairs and CEO's together.
2. Monitors progress of agreed state-wide priorities



CMA Boards and CEO's

1. CMA Boards and CEO's are responsible for strategic direction setting and management of individual CMA's.



Purpose of Position

The purpose of this position is to function as executive officer to Vic Catchments. The position will be responsible for administration of Vic Catchments and implementation and communication of Vic Catchments strategic plans.

Organisational Environment

Vic Catchments is accountable to the 10 Victorian CMAs for its performance at a state-wide level.

It will present the CMA's as a collegiate body of statutory agencies that operates under a consistent set of principles directly reflecting government policy contained within the *Our Catchments Our Communities*.

Vic Catchments responsibilities include:

- Setting the strategic goals by completing a concise, Strategic plan reviewed every four years.
- Establishing five (5) state-wide frameworks reflecting the major priorities of the OCOC strategy. This includes state-wide objectives and performance targets, reporting and evaluation.
- Establishing five (5) state-wide future ICM program and investment packages e.g. Agricultural public good extension and climate change adaption programs
- Establishing a state-wide prospectus of landscape programs and promoting those programs to state and commonwealth investors
- Assisting DELWP with the development and maintenance of the OCOC Summit
- Appointing the Executive Officer (EO), setting EO remuneration, assessing EO performance annually and providing for EO succession.
- Ensuring resources are available to achieve these goals.
- Reviewing the performance of Vic Catchments bi-ennially.

Organisational Structure

Vic Catchments is an unincorporated body established by Victoria's ten Catchment Management Authorities. It is not a hierarchical structure, but a collegiate body designed to demonstrate and provide representation of ICM principles at a high level.

Vic Catchments has a charter and strategic plan that guide its operations.

The Chairperson and deputy Chairperson are appointed by Vic Catchments members for two years.

Vic Catchments will have an Executive sub-committee comprising the Chairperson, the deputy Chairperson, one CMA CEO Representative, the VCMC chair, one DELWP executive director and one DELWP director representative. The executive committee is responsible for:

1. Acting as members of the strategic reference group for OCOC implementation.

2. Providing guidance and oversight to the OCOC summit, a joint initiative between DELWP and CMAs.

The Vic Catchments EO (and Secretariat) will provide Executive Support to:

- Vic Catchments (meets quarterly). The meeting agenda's include chairs only sessions, broader stakeholder discussions and full member sessions.
- Vic Catchments sub-committee meetings are also scheduled from time to time.
- the CMA CEOs group meets approximately 6 times per year.

Primary Duties and Responsibilities

The EO is responsible for the day-to-day management of Vic Catchments in accordance with the charter and strategic plan as follows:

- Establish and maintain forward agendas directly with the chair
- Establish the CMA roles statement and KPIs based around the five state-wide frameworks below
- Establish, maintain and periodically review principle state-wide frameworks that underpin the OCOC strategy
- Align state-wide reporting frameworks so they can aggregate to inform at a state-wide level. E.g. for matters like WHS, risk, finance, audit, legislative compliance, engagement etc.
- Coordinate actions to deliver the DELWP/CMAs governance strategic plan
- Management of MER, outcome and condition reports
- Management of secretariat support
- Establish and maintain a program and investment prospectus for all CMAs
- Establish and maintain a peak single website and social media pages (named Vic Catchments) including a state-wide communication plan with KPIs
- Report directly to Vic Catchments by ensuring that reports are developed in a timely and effective manner for review and approval.
- Will act as spokesperson to government for Vic Catchment matters of an operational nature.
- Develop and maintain constructive working relationships and communication networks with key stakeholder organisations within the non-government sector, industry, Local Government, State Government, Australian Government and other community groups engaged in natural resource management.

Reports To: Chairperson, Vic Catchments for all Vic Catchments matters.
CEO, East Gippsland CMA for employment related matters.

Supervises/Manages: Secretariat support – delivered under contract

Internal Liaisons: Vic catchments members
Vic Catchments sub-committees

External Liaisons: Victorian Government Departments in particular Department of Environment, Land, Water and Planning (DELWP).

Commonwealth Government Departments
State-wide CMA CEO Group

Accountability and Extent of Authority

Areas of Accountability

- Staffing: Direct 0
 Contractors 1
- Management responsibility for the Vic Catchments budget of approx. \$365k annually

Extent of Authority

- Major financial delegations as per the EGCMA purchasing policy: Up to \$50,000 for operational expenditure approved by the Vic catchments budget.

Position Requirements

Possession of a relevant degree from a recognised tertiary institution or equivalent industry experience in any of the following fields:

1. Public relations or high level governance disciplines.
2. Environmental management or natural resource management disciplines relevant to the duties of the position.
3. Strong project management skills desirable.
4. Demonstrated experience in
 - a. working with a board and board members
 - b. working at a high level with government, their advisors and departmental senior managers
 - c. successful strategic planning

Selection Criteria

Applicants are required to address each of the following selection criteria separately:

- SC1** Demonstrated capacity and skills for successful and effective consultation, negotiation, liaison and public relations.
- SC2** Demonstrated oral and written communication and interpersonal skills and the ability to interact/network effectively with senior Government officers.
- SC3** Demonstrated understanding of working within the Victorian Public Sector in the delivery of community based programs.
- SC4** Knowledge of, or ability to acquire such knowledge, of current national and State policies and initiatives in regard to integrated natural resource management.

SC5 Demonstrated ability to provide authoritative and timely written and oral advice on natural resource management issues.

SC6 Ability to operate ethically within a complex supervisory and reporting environment using consultative and participative processes.

SC7 Demonstrated experience in supervision of contractors and staff.

Application Process

Applications for this position close at 5.00pm Friday 24th February 2017.

Applicants are requested to submit a Curriculum Vitae and a response to the selection criteria, marked "Private and Confidential", to Sharon Williams, East Gippsland CMA. P.O. Box 1012, Bairnsdale. Vic. 3875.

If submitting a written application, please provide one original and three copies of your application.

Email applications, marked "Private and Confidential", will be accepted on email address:

swilliams@egcma.com.au.

Applications will be short-listed on the basis of the response to the selection criteria. It is anticipated that short-listed applicants will be contacted within three weeks of submission of their application to organise an interview.

Further Information:

For more information on the position please contact Graeme Dear, CEO of East Gippsland CMA.

Mobile: 0419473346

Employment conditions:

The position will be a two years fixed term contract with a six month probationary period under the Victorian State Government Agencies Award, classified as band five with the EGCMA Salary and banding classification.

Victorian Public Sector Code of Conduct:

The position must adhere to the Victorian Public Sector – Code of Conduct which is binding on all public sector employees as defined in section 4 of the Public Administration Act 2004.

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 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.
- 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