



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: **RCS Project Officer**

REPORTS TO: **Strategy Implementation Manager**

POSITION OBJECTIVES

The position is located within the Authority's Strategy Implementation Unit, which is responsible for the development, implementation and renewal of the Regional Catchment Strategy (RCS) and its linked strategies and plans.

The primary role of this position is to assist with development of the renewed RCS, including management of projects;

- Investigating natural resource management issues;
- Managing Consultants undertaking projects related to development of the RCS; and,
- Assisting in the preparation of components of the RCS.

KEY RESPONSIBILITIES

The duties of the position include responsibility for:

- Undertaking investigations into natural resource management issues, including assessment of natural assets, threats to those assets, and assessment of emerging issues;
- Analysis of data and information, investigation of natural resource management issues;
- Preparing issues papers, recommendations for development of strategy, and components of the RCS;
- Development of briefs and specifications for projects;
- Co-ordinating the procurement and engagement of consultants, contractors or other service providers ('service providers'), within the Authority's approved framework of policies and guidelines;
- Managing service providers to deliver agreed outputs within time and budget constraints;
- Co-ordinating and supporting project management or steering committees; and,
- Co-ordinating the reporting and communication of project outputs.



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SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and understanding of natural resource management issues
- Ability to manage service providers engaged by the Authority;
- Proven ability to work as part of a team, to meet tight deadlines and be flexible in assigning priorities;
- Ability to set priorities, co-ordinate projects, and achieve objectives within time and budget constraints;
- Sound oral and written communication skills, including ability to prepare clear and concise assessments and reports.

INTER-PERSONAL SKILLS

- Able to communicate effectively both written and orally with key stakeholders;
- The ability to negotiate with service providers.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in natural resource management or a related field is desirable, or demonstrated experience in this area.

JUDGEMENT AND DECISION MAKING

- Objectives are clearly defined.
- The incumbent will be encouraged to make appropriate decisions and interpret information as required.

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

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

EXTERNAL LIAISON

- Members of the public
- Consultants, contractors, and other service providers
- Government Departments and Agencies
- Other Catchment Management Authorities



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ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Contract Management

- Management of consultants, contractors and other service providers.

Staffing

- Number of staff reporting directly: Nil

EXTENT OF AUTHORITY

Financial Delegation

- Operation expenditure up to \$5,000.00

KEY SELECTION CRITERIA

- Knowledge and understanding of natural resource management issues;
- Ability to manage service providers engaged by the Authority;
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- Ability to set priorities, co-ordinate projects, and achieve objectives within time and budget constraints;
- Sound oral and written communication skills, including ability to prepare clear and concise assessments and reports; and
- 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.