



POSITION DESCRIPTION

Position Title	Waterways Officer		
Classification	J	GHCMA Enterprise Agreement	
Division	Waterways		
Position Reports To	Waterway Programs Delivery Manager		
Employment Type	Four month contract	FTE	1
Location	Hamilton or Warrnambool		
Flexibility	The position is based in Hamilton or Warrnambool with options to work from home and out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.		

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently deliver land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of 'Pro-active, Professional and Innovative' that underpin our workplace culture.

There are three program areas within the GHCMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

CMAs are foremost brokers, helping to facilitate on-ground environmental projects through partnerships with funders, landholders, communities, organisations and other government bodies.

The Waterways Officer is part of a regional team working with landholders, the community and other stakeholders to implement on-ground waterway management projects relating to our rivers, wetlands, estuaries, groundwater, and connected ecosystems. Such projects include works and engagement including, but not limited to, revegetation, weed control, instream and riparian health, flood and fire response, erosion control, water-based recreational infrastructure and water sensitive urban design.

This position, has a strong focus on waterbased recreational and angler partnership projects, provides relief support to the environmental water team and supports the Senior Waterways Officer.



Stakeholder Relationships

Direct Reports:	0	Indirect Reports:	0
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Internal	External
Senior Waterways Officer Waterway Programs Delivery Manager Water Resources Coordinator Environmental Water Officer Communication and Engagement Advisor GHCMA staff Executive Managers	Dept Environment, Land, Water and Planning (DELWP) Australian Department of Agriculture, Water and the Environment Landholders Traditional owner groups Community Groups Anglers and angling groups Local government (within Catchment Area) Non-government organisations Other CMAs

Key Responsibilities

Key Result Area	Key Position Accountabilities
Project Delivery	<p>Manage the development and delivery of allocated waterway health, recreational infrastructure works projects and investigations by applying technical expertise and relevant experience to the management of projects across the project life cycle, including: project initiation, planning, implementation, monitoring and reporting, and project closure.</p> <p>For allocated projects, undertake project communications, procurement / contract management, risk management and scope/time/budget/quality management (within delegation).</p> <p>Oversee and manage effective allocation and use of resources (financial and people) to deliver projects.</p> <p>Prepare reports that demonstrate a clear and concise understanding of progress towards implementation.</p> <p>Provide relief support to the environmental water team.</p> <p>Contribute to the development and implementation of the Glenelg Hopkins Waterway Strategy.</p>
Stakeholder and Community Engagement	<p>Develop and maintain effective relationships with landholders, anglers and community groups.</p> <p>Facilitate, liaise and negotiate with landholders, local government, angling groups, community groups, NGO's, government agencies and contractors in effectively developing and delivering projects.</p>
Investment Planning	<p>Lead (under direction) and/or support the development of allocated investment proposals.</p>
Communication and Relationships	<p>Represent the CMA in a variety of forums and meetings with the community, regional agencies and investors within the area of responsibility.</p> <p>Prepare and deliver presentations to external groups, forums and conferences to support and enhance the reputation and performance of the CMA.</p>



Organisational Requirements

Area	Requirements
Risk	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> • Taking all reasonable and practicable steps to implement efficient systems and procedures • Contributing to the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures • Maintaining adequate records to demonstrate the management of risk.
Occupational Health & Safety (OHS)	<p>Employees and contractors of Glenelg Hopkins CMA are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff • Co-operate in achieving a safe and healthy workplace • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance or without specific licences and certifications • Set a personal example • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.
Record Keeping	<p>Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.</p>
Limits of Authority	<p>Authority is limited to and in accordance with the current Instrument of Delegation.</p>
Organisational Accountabilities and Responsibilities	<p>The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and policies and procedures (as updated and amended from time to time).</p>

Skills, Knowledge and Experience required to undertake the Role

- Tertiary qualification in environmental sciences or related field essential with at least four years relevant experience.
- Demonstrated experience in the development and delivery of waterway health and recreational infrastructure works projects, using a partner-based delivery model, and project management methodologies.
- Knowledge of environmental water management (an advantage).
- Well-developed influencing, liaison and negotiation skills with the ability to present technical concepts/approaches to non-technical and technical audiences.
- Demonstrated effective communication and interpersonal skills and ability to develop and maintain positive relations with internal and external stakeholders.
- Ability to develop investment proposals.
- Ability to represent the authority professionally and credibly across a range of public and private forums, delivering concise and compelling messages that ensure support for the CMA's brand and reputation.
- Proficient in the use of Microsoft Office product suite and knowledge of geographic information systems.
- Current Victorian Driver's Licence (Manual) and Victorian Working With Children Check (WWCC) (WWCC can be obtained prior to appointment)



Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Employee Name **Employee Signature** **Date:**

Manager Name **Manager Signature** **Date:**

Office use only

Position Reason	New position Replacement Position Other	<u>Position Re-designed</u> (17 June 2021) <u>Position updated</u>	
Approved by:	CEO	Date:	28 June 2021