

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Biodiversity Officer		
<b>Classification</b>	Band K	GHCMA Enterprise Agreement	
<b>Division</b>	Land Health and Biodiversity		
<b>Position Reports To</b>	Biodiversity Manager		
<b>Employment Type</b>	Full time, 12-month contract (possible extension, subject to funding)	<b>FTE</b>	1.0
<b>Location</b>	Hamilton / Warrnambool		
<b>Flexibility</b>	The position is based in Hamilton/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.

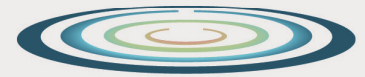
Our organisation is committed to our three key values of 'Pro-active, Professional and Innovative' that underpin our workplace culture.

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 Senior Biodiversity Officer coordinates the implementation of designated components of the biodiversity program of work consisting of a range of biodiversity projects in the areas of threatened species, native vegetation, biodiversity focussed NRM projects, and pest plant and animals; to support the implementation of the Glenelg Hopkins Regional Catchment Strategy (RCS), and relevant sub-strategies and plans.



## Stakeholder Relationships

<b>Direct Reports:</b>	0	<b>Indirect Reports:</b>	0
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Internal	External
Biodiversity Manager Land Health and Biodiversity teams EM Land Health and Biodiversity Waterways teams	Landcare and community groups, Department of Agriculture, Water and the Environment Parks Victoria, Trust for Nature, Other CMAs Dept Environment, Land, Water and Planning (DELWP) Local government (within Catchment Area) Non-government organisations Advisory Groups

## Key Responsibilities

Key Result Area	Key Position Accountabilities
<b>Program Delivery</b>	Coordinate the development and delivery of allocated components of the program by applying technical expertise and relevant experience to the management of multiple projects across the project life cycle, including: project initiation, planning, implementation, monitoring and reporting, and project closure.  For allocated projects, undertake project communications, procurement / contract management, risk management and scope/time/budget/quality management (within delegation).  Oversee and manage effective allocation and use of resources (financial and people) to deliver projects.  Support the development and implementation of biodiversity sections of the Regional Catchment Strategy, and relevant sub-strategies and plans.
<b>Partnerships and relationship management</b>	Facilitate, liaise and negotiate with a diverse range of partners to support the delivery of regional biodiversity outcomes.  Engage and collaborate with regional partners to develop specified formal partnership projects and agreements.  Conduct engagement events with regional partners and community groups to build capacity and knowledge.
<b>Stakeholder and Community Liaison</b>	Represent the CMA in a variety of biodiversity related forums and meetings with the community, regional agencies, state-wide and national representatives.
<b>Technical Advice</b>	Provide technical advice regarding topics within the realm of the team's work; and input into the development of biodiversity related strategies and plans, as required.
<b>Investment Planning</b>	Lead and/or support the development of allocated biodiversity investment proposals.



## Organisational Requirements

Area	Requirements
<b>Risk</b>	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> <li>• Taking all reasonable and practicable steps to implement efficient systems and procedures</li> <li>• 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</li> <li>• Maintaining adequate records to demonstrate the management of risk.</li> </ul>
<b>Occupational Health &amp; Safety (OHS)</b>	<p>Employees and contractors of Glenelg Hopkins CMA are required to:</p> <ul style="list-style-type: none"> <li>• Take the care to protect their own health and safety and that of their fellow workers</li> <li>• Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff</li> <li>• Co-operate in achieving a safe and healthy workplace</li> <li>• Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers</li> <li>• 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</li> <li>• Set a personal example</li> <li>• Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.</li> </ul>
<b>Record Keeping</b>	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.
<b>Limits of Authority</b>	Authority is limited to and in accordance with the current Instrument of Delegation.
<b>Organisational Accountabilities and Responsibilities</b>	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).

### Skills, Knowledge and Experience required to undertake the Role

- Tertiary qualification in a biodiversity related field essential with at least five years relevant experience.
- Demonstrated experience in the development and delivery of large or complex regional biodiversity projects, using a partner-based delivery model; and project management methodologies. Experience in citizen science and/or administering small grants programs.
- Highly effective 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.
- Demonstrated knowledge and experience in developing investment proposals and responding to environmental grant opportunities.
- Proven 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), Police Check and Victorian Working With Children Check (WWCC) (WWCC can be obtained prior to appointment)

