

<b>Position Title</b>	Waterways Support Officer		
<b>Classification</b>	Band 4	GHCMA Enterprise Agreement 2023-27	
<b>Division</b>	Waterways		
<b>Position Reports To</b>	Executive Manager Waterways		
<b>Employment Type</b>	Part-time, Fixed-term (12 months)	<b>FTE</b>	0.5
<b>Location</b>	Hamilton or Warrnambool		
<b>Flexibility</b>	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 'Professional, Collaborative and Innovative' that underpin our workplace culture.

There are three program areas within the CMA: 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

The Waterways Support Officer will provide high quality administrative support, assisting in the development of the Regional Waterway Strategy. This will include drafting communications, both internal and external to the CMA, administering contracts with partnering organisations, supporting the project team in the processing of project agreements and reporting requirements.

It will also provide confidential and efficient administrative support to the Executive Manager Waterways, such as coordination of meetings, email management and general administrative duties.



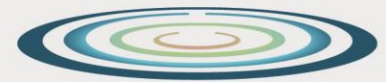
## Stakeholder Relationships

<b>Direct Reports:</b>	0	<b>Indirect Reports:</b>	0
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Internal	External
Executive Manager Waterways Senior Waterways Officer (MER) Waterways Team Corporate Services Team All CMA staff	Dept. Energy, Environment & Climate Action Relevant local, state and federal government departments and agencies Community and landholders Traditional Owner organisations Private consultants

## Key Responsibilities

Key Result Area	Key Position Accountabilities
<b>Administrative Support</b>	Provide administrative support services to the Waterways Team as it develops a new Regional Waterway Strategy, including filing and records management, financial management, maintenance of registers and routine databases, photocopying, compilation of manuals and reports.  Coordinate meetings for the Waterways Team, including scheduling, preparation and dissemination of meeting papers, booking meeting space and catering where required and ensuring appropriate administrative support is provided.  Ensure the delivery of the administration process for project agreements and contracts comply with the procurement policy and procedure and other related policies.  Assist with researching contractors and other resources/equipment required to undertake projects.  Draft communications, both internally to the CMA and to external partners and stakeholders.
<b>Executive Support</b>	Provide high level administrative support to the Executive Manager Waterways, including coordination of meetings, email management and general administrative duties.
<b>Dissemination of Information</b>	Collect and disseminate information in a timely and accurate manner to the team, ensuring the highest levels of confidentiality and probity.  Prepare documents and presentations using Microsoft Office suite of products.
<b>Project Management</b>	Apply best practice approaches to management of multiple projects, including planning, documentation, budget management, implementation, reporting and monitoring as required.
<b>Reporting</b>	Assist the team with reporting required under the Service Level Agreement through the collation of data and formatting of reports.  Provide regular reports on project budgets and highlight potential budget variances.  Collate updates for the monthly CEO Report to the Board.



## 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>Workplace Health &amp; Safety (WHS)</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 WHS requirements and standards.</li> </ul>
<b>Record Keeping</b>	<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>
<b>Limits of Authority</b>	<p>Authority is limited to and in accordance with the current Instrument of Delegation.</p>
<b>Organisational Accountabilities and Responsibilities</b>	<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>

