



## POSITION DESCRIPTION

Position Title	Integrated Water Management (IWM) Officer		
Classification	Band 5-6	GHCMA Enterprise Agreement	
Division	Waterways		
Position Reports To	Water Resources Coordinator		
Employment Type	Fixed term, Part time/Full-time	FTE	0.9-1.0
Location	Hamilton/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 'Professional, Collaborative 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

Working within the Water Resources Team, the IWM Officer is responsible for:

- Developing and delivering a four-year Integrated Water Management initiative work plan
- Demonstrating active delivery and leadership within the regional IWM programs and a cohort of CMA IWM practitioners
- Providing a central point of contact for IWM-related activities within the Glenelg Hopkins CMA, and
- Engagement with key partners and stakeholders around the delivery of IWM.

The IWM Officer facilitates the identification of IWM opportunities linked to existing CMA programs and functions, supports internal capacity building, and identifies and implements actions to embed IWM across CMA strategies, operations, and decision-making processes.



## Stakeholder Relationships

<b>Direct Reports:</b>	0	<b>Indirect Reports:</b>	0
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Internal	External
<p>Water Resources Coordinator</p> <p>Waterway Planning Manager</p> <p>Executive Manager Waterways</p> <p>GHCMA staff and management</p>	<p>Department of Energy, Environment and Climate Action (DEECA)</p> <p>CMA IWM Officer Network</p> <p>Relevant local, state and federal government departments and agencies</p> <p>Other CMAs</p> <p>Traditional Owner groups</p> <p>Water Corporations</p> <p>Wider community groups and landholders</p>

## Key Responsibilities

Key Result Area	Key Position Accountabilities
<b>IWM Initiative Work Plan</b>	<ul style="list-style-type: none"> <li>Develop a four-year initiative work plan outlining agreed outcomes and deliverables for submission to DEECA for review and approval.</li> <li>Provide regular progress reports and participate in annual reflective activities, facilitated by DEECA, to review progress, share lessons, and discuss challenges and emerging opportunities</li> </ul>
<b>Delivery and Leadership in IWM</b>	<ul style="list-style-type: none"> <li>Coordinate the CMA's participation in IWM Forums and IWM planning processes and provide a central point of contact for IWM-related activities and engagement</li> <li>Lead or contribute to the development and implementation of IWM plans and priority IWM opportunities identified through IWM Forum processes or other strategic initiatives</li> <li>Build and maintain external collaborative partnerships with key stakeholders, including local government, Traditional Owners, water corporations, and other relevant organisations</li> <li>Facilitate the identification of IWM opportunities linked to existing CMA programs and functions, and lead or support efforts to secure funding for their implementation</li> <li>Support internal capacity building by coaching CMA staff in IWM practices and principles, and coordinating initiatives to reduce delivery silos</li> <li>Identify and implement actions to embed IWM across CMA strategies, operations, and decision-making processes</li> <li>Participate actively in the CMA IWM Officer Network and in capacity-building and knowledge sharing activities facilitated by DEECA</li> <li>Contribute to the identification, prioritisation, and delivery of joint initiatives through the CMA IWM Officer Network, including activities aimed at addressing shared challenges across CMAs and clarifying and strengthening the role of CMAs in IWM</li> <li>Support the evaluation of this initiative, including through reflective practice, sharing lessons learned, and fulfilling all agreed reporting requirements.</li> </ul>



## 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>	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 qualifications in appropriate discipline (e.g. water, natural resource management, land use planning, community engagement, or policy), typically with 5 years experience in transferable field, discipline or industry
- Strong interpersonal and engagement skills, including an ability to liaise and negotiate with a range of stakeholders to understand a range of perspectives and help define shared goals.
- Highly effective verbal and written communication skills with the ability to present technical concepts/approaches to non-technical and technical audiences.
- Demonstrated experience in strategy development and effective report-writing
- Demonstrated experience in the development and delivery of large or complex projects, using a partner-based delivery model, and project management methodologies.
- The 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.
- Ability to use the Microsoft Office 365 suite and other software packages.
- Current Victorian Driver's Licence (manual), National Police Check and Victorian Working with Children Check (WWCC) (PC & WWCC can be obtained prior to appointment), and the completion of a self-assessment pre-employment medical declaration

#### Additional requirements for Band 6 consideration

- Post graduate qualifications (desirable)
- Minimum 2 years' experience operating in a position providing advice to senior management

### 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	<b>New position</b> Replacement Position Other	Position Re-designed Position updated	
Approved by:	CEO	Date:	15 July 2025