

Position Title	Waterways Project Officer		
Classification	Band 4	GHCMA Enterprise Agreement 2023-27	
Division	Waterways		
Position Reports To	Executive Manager Waterways		
Employment Type	Part-time, Fixed-term (12 months)	FTE	0.6
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 'Professional, Collaborative and Innovative' that underpin our workplace culture.

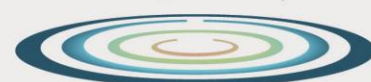
There are three program areas within the CMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

The Waterways Project Officer will support the development of the Regional Waterway Strategy (RWS). This will include drafting communications, both internal and external to the CMA, preparing content for the Strategy, engagement with community and stakeholders, administrative support, and reporting requirements.

The ideal candidate will understand contemporary concepts in managing waterway and wetland values and understand key challenges and opportunities in waterway management. We are seeking a candidate with an understanding of Traditional Owners' cultural rights and responsibilities in waterway management

They will also provide confidential and efficient administrative support to the Executive Manager Waterways.



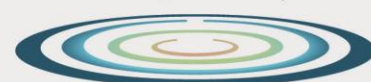
Stakeholder Relationships

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

Key Responsibilities

Key Result Area	Key Position Accountabilities
Strategy Support	<p>Undertake analysis and investigation to identify strategy directions and summarise in reports and papers for a range of audiences.</p> <p>Participate in and prepare materials for public consultation process, stakeholder engagement and internal engagement to ensure the RWS meets the needs of our region.</p> <p>Assist with drafting content for the RWS.</p>
Administrative Support	<p>Provide administrative support services to the Waterways Team as it develops a new RWS.</p> <p>Coordinate meetings for the RWS including scheduling, preparation and dissemination of meeting papers, booking meeting space and catering where required and ensuring appropriate administrative support is provided.</p> <p>Assist with researching contractors and other resources/equipment required to undertake projects.</p> <p>Draft communications, both internally to the CMA and to external partners and stakeholders.</p>
Dissemination of Information	<p>Collect and disseminate information in a timely and accurate manner to the team, ensuring the highest levels of confidentiality and probity.</p> <p>Prepare documents and presentations using Microsoft Office suite of products.</p>
Project Management	<p>Apply best practice approaches to management of multiple projects, including planning, documentation, budget management, implementation, reporting and monitoring as required.</p>
Reporting	<p>Assist the team with reporting required under the Service Level Agreement through the collation of data and formatting of reports.</p> <p>Provide regular reports on project budgets and highlight potential budget variances.</p> <p>Collate updates for the monthly CEO Report to the Board.</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.
Workplace Health & Safety (WHS)	<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 WHS 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

- Appropriate qualification in Natural Resource Management and a minimum of 3 years practical experience
- Strong organisational skills and the capacity to successfully plan, schedule, cost and complete a diverse range of projects or services
- Well developed interpersonal skills including an ability to work in a team environment and to liaise and negotiate with a range of stakeholders
- High level verbal and written communication skills, and the ability to compose, collate and present correspondence
- Demonstrated ability in assisting in the delivery of projects, including team support, collation of data and/or reporting
- Proven capacity to deliver high-level administration support, in a confidential and efficient manner
- Ability to adapt, or develop new or improved guidelines and procedures to facilitate the project and/or team
- Proficient in the use of Microsoft Office 365 suite, database systems and other software packages.
- Current Victorian Driver's Licence (Manual), National Police Check and Victorian Working With Children Check (Police Check & WWCC can be obtained prior to appointment), and the completion of a self-assessment pre-employment medical declaration.

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	Position Re-designed Position updated	
Approved by:	CEO	Date:	27/10/2025