



## POSITION DESCRIPTION

Position Title	Regional Landcare Coordinator		
Classification	Band 6	GHCMA Enterprise Agreement	
Division	Land Health and Biodiversity		
Position Reports To	Land Health Manager		
Employment Type	Fixed-term, part-time	FTE	0.4
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

The Regional Landcare Coordinator plays a key role in supporting Landcare and environmental volunteering in the Glenelg Hopkins region to enable communities to take action for a healthy environment.

The role will assist local Landcare facilitators to support their groups and networks to gain knowledge of regional and state natural resource management (NRM) plans, priorities, and programs; and support Landcare networks and groups to build their capacity.

A key focus of the role is to support the delivery of the Victorian Landcare Grants at a regional level.



## Stakeholder Relationships

<b>Direct Reports:</b>	0	<b>Indirect Reports:</b>	0
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Internal	External
Regional Agriculture Landcare Facilitator Business Development Manager Senior Land Health Officers Land Health Manager Indigenous Partnerships Coordinator GHCMA staff Executive Managers	Landcare facilitators Landcare groups and networks Community based NRM organisations Landholders Statewide Aboriginal Landcare Facilitator Other Government departments and agencies Statutory Authorities Other CMAs Members of the public

## Key Responsibilities

Key Result Area	Key Position Accountabilities
<b>Regional Landcare and environmental volunteering support and capacity building</b>	<ul style="list-style-type: none"> <li>Assist local Landcare facilitators to support their groups and networks to gain knowledge of regional and state natural resource management (NRM) plans, priorities and programs; and help them link and align these priorities to their strategic/actions plans.</li> <li>Support the delivery of the Victorian Landcare Grants (VLG) at a regional level, including process design, promotion, application guidance, and assessment, and ensure DELWP Output data standards are used for reporting.</li> <li>Implement strategies to strengthen relationships between RLCs, Landcare facilitators and the Landcare community.</li> <li>Support Landcare networks to build their capacity to meet the needs of their member groups, including the establishment of new networks.</li> <li>Implement strategies to address challenges for Landcare such as involvement of young people, engagement with new audiences, innovation and knowledge sharing.</li> </ul>
<b>State-wide Victorian Landcare Program delivery support</b>	<ul style="list-style-type: none"> <li>Support state-wide delivery of the Victorian Landcare Program, including participation in Victorian Landcare Team meetings, and supporting the delivery of specified actions in the Victorian Landcare Review Action Plan.</li> </ul>
<b>Funding and Partnerships</b>	<ul style="list-style-type: none"> <li>Support groups and networks to seek funds from a range of sources to implement their plans and priorities.</li> <li>Develop and support partnership projects within and across regions.</li> <li>Work collaboratively with the Australian Government's Regional Agriculture Landcare Facilitator to deliver complementary programs that avoid duplication of effort and resources.</li> <li>Support promotion and delivery of DELWP community grant programs including participation in state-wide assessment panels.</li> </ul>
<b>Aboriginal and Traditional Owner Engagement</b>	<ul style="list-style-type: none"> <li>Support groups and networks to engage and partner with Aboriginal Victorians and Traditional Owners to plan and deliver partnership projects.</li> <li>Build awareness of Traditional Owner country plans and promote strategic alignment between Landcare and Traditional Owner aspirations for Country.</li> <li>Support Aboriginal Victorians and Traditional Owners to determine their interest and involvement in Landcare and environmental volunteering.</li> <li>Support the work of the State-wide Aboriginal Landcare Facilitator.</li> </ul>



<b>Group/network governance and operation</b>	<ul style="list-style-type: none"> <li>Support groups/networks to access information and governance training to meet their legal requirements.</li> <li>Support groups/networks to use the Victorian Landcare Gateway, especially those that don't have a Landcare Facilitator</li> <li>Maintain up to date group/network contact details information on the Victorian Landcare Gateway, through regular review (at least six monthly), for those groups/networks that are not supported by a Landcare Facilitator</li> <li>Ensure group and network boundary maps are updated annually.</li> </ul>
<b>Promotion and Communications</b>	<ul style="list-style-type: none"> <li>Recognise and celebrate the contribution of the Landcare and environmental volunteering community</li> <li>Facilitate the publication of local and regional Landcare and environmental volunteering stories through a range of communication mediums (social media, print, electronic)</li> <li>Provide a regional round-up for each issue of the Victorian Landcare and Catchment Management magazine</li> <li>Generate articles for the Victorian Landcare and Catchment Management magazine</li> <li>Promote state-wide Landcare and environmental volunteering news and events through regional communication channels</li> <li>Support delivery of Victorian Landcare Awards by encouraging quality nominations and providing assistance to individuals, groups and networks with their nominations.</li> </ul>
<b>Data collection and reporting</b>	<ul style="list-style-type: none"> <li>Promote and facilitate the collecting and sharing of data to demonstrate community capacity, engagement and return on investment.</li> <li>Produce/publish an annual Regional Landcare Report Card.</li> <li>Collect data to contribute to a state-wide snapshot of Landcare and environmental volunteering.</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

- A degree in science, agriculture or environmental management or related field, together with relevant work experience. Alternatively, significant relevant experience and a demonstrated ability to perform the role would be required.
- Demonstrated experience in project management.
- Demonstrated experience in managing the implementation of community grants programs.
- Strong knowledge and experience of Landcare, and nature resource management issues relevant to the region.
- High level of facilitation, communication and interpersonal skills to support building productive relationships and collaborative outcomes with diverse stakeholder groups including Landcare and other community-based organisations, Traditional Owners and government representatives.
- Demonstrated ability to effectively communicate and engage with a wide range of stakeholders in the delivery of NRM information both verbally and in writing.
- Experience in community engagement processes, the ability to communicate with diplomacy and tact is essential.
- Sound skills and knowledge of Microsoft Office suite with the ability to use GIS and GPS for field work and Mapping program as required.
- 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 <u>Other</u>	Position Re-designed Position updated	
Approved by:	CEO	Date:	17 June 2021