



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Executive Support Officer/Project Coordinator - EGLN

REPORTS TO: Project Team Leader

POSITION OBJECTIVES

This position as part of the Programs Team of the East Gippsland Catchment Management Authority (the Authority) and under the direction of the Project Team Leader, provides support to the East Gippsland Landcare Network (EGLN) Executive together with coordination and management of projects on behalf EGLN. Included in the role is supporting the EGLN Executive in fulfilling its responsibilities in administering the EGLN including strategic and financial responsibilities, reporting obligations and effective communications and engagement.

KEY RESPONSIBILITIES

- To provide administrative support to the EGLN Executive including:
 - Financial management, compliance and oversight
 - Strategy and plan development
 - Coordination, development and submission of funding applications
 - Report and acquittal preparation
 - Communications and engagement
 - Governance support.
- Project design, planning, implementation, monitoring, evaluation and reporting
Ensure all EGLN projects are delivered in line with procedures and all relevant operational and stakeholder data is captured and recorded
- Promote the EGLN and Landcare groups through promotional materials, documenting success stories and case studies
- Plan and facilitate workshops and events
- Maintain effective relationships with key stakeholders
- Other duties as required that are considered reasonable in the context of this position.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of East Gippsland's natural resources and the role and operations of Landcare and related natural resource management organisations and government agencies
- Knowledge of governance requirements applicable to the EGLN
- Knowledge and experience in financial management
- Project management experience



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- Proven ability to work within a multi-functional team, as well as an ability to work independently and autonomously
- Ability to coordinate activities and achieve objectives within time and budget constraints
- Ability to engage with, and influence partners to deliver project goals.

INTER-PERSONAL SKILLS

- Ability to communicate effectively, both written and orally, and work collaboratively with a wide range of stakeholders including community groups, individuals, landowners, government agency employees and industry leaders.

QUALIFICATIONS AND EXPERIENCE

- Experience in organisational governance in the context of supporting executive leadership
- Demonstrated experience in financial management including monitoring and reporting
- Experience in providing services to achieve results in the areas of:
 - Administration of program funding
 - Developing and maintaining partnerships with multiple groups, individuals and agencies.
- Possession of an appropriate tertiary qualification (or equivalent experience) related to natural resource management
- Project management experience
- Ability to work with landholders, community, contractors and partner organisations
- Experience and the ability to work with project teams in planning and implementing service delivery
- Current First Aid Certificate – Level 2

You must hold and maintain a Victorian Drivers Licence and a satisfactory National Police Check (no older than 12 months) must be provided prior to; or within four weeks from date of commencement with the Authority. All costs incurred in obtaining the police check will be at the employee's expense.

JUDGEMENT AND DECISION MAKING

- The position requires good decision-making and judgment skills to deliver required tasks and achieve outcomes under the supervision of the Project Team Leader
- Competence in problem solving and generating solutions to ensure tasks and projects are delivered to the highest standard.



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ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

- Position will require liaison with all functions within the Authority.

EXTERNAL LIAISON

- EGLN Executive
- Members of the public
- Government Departments and Agencies
- Other Catchment Management Authorities
- Community Groups and members
- Local Government
- Non-Government organisations
- Private corporations/Industry
- Service Authorities
- Service providers engaged by the EGLN
- Professional organisations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing

- Number of staff reporting directly: Nil.

SCALE OF OPERATIONS

Budget

- Nil.

EXTENT OF AUTHORITY

- Project delivery: As directed, assist in the delivery of tasks to achieve project and program outcomes.

Financial Delegation

- As per the board approved financial delegations instrument.

KEY SELECTION CRITERIA

- Proven skills and experience in supporting executive management to meet governance requirements
- Proven skills and experience in financial monitoring and reporting
- Experience in natural resource management and stakeholder engagement
- Experience in administering grants and incentives and managing projects including monitoring, evaluation and reporting



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- Ability to take initiative, provide support, and work as part of a team, or independently when required, to ensure tasks are completed and outcomes are achieved
- Ability to communicate effectively, both written and orally, and work collaboratively with a wide range of stakeholders including community groups, individuals, landholders, contractors, government agency employees and industry leaders
- Excellent word processing skills, and knowledge and experience of computer applications, including GIS and database management.

WH&S Responsibilities Statement

The East Gippsland Catchment Management Authority (the Authority) is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health for all employees, contractors and others who enter our work area. This commitment includes establishing and maintaining safe systems of work, safe plant and equipment together with appropriate training and competent supervision.

Occupational Health & Safety is an area where all persons at the Authority have a shared or joint responsibility, with the Chief Executive Officer accepting overall responsibility. Management, including supervisors will always regard health and safety as their highest priority and will not knowingly place employees, contractors or members of the general public at risk.

Responsibilities

Board

- Exercise due diligence to ensure the Authority is appropriately managing its safety responsibilities
- Approval and annual review of the OHS Policy
- Monitoring health and safety performance and the implementation of the OHS Policy.

Chief Executive Officer

- Operational delivery of the OHS policy together with the maintenance of all relevant procedures
- Operational delivery, management and annual review of the Safety Management System
- To exercise due care and diligence to meet applicable legal requirements
- Reporting to the Board on Occupational Health and Safety performance
- Ensure appropriate people and budgetary resources are provided for the Authority to deliver on its health and safety obligations
- Establish occupational health & safety responsibilities for employees, all levels of management and the occupational health and safety committee that will ensure the OH &S systems are effective.

Managers

- Establish occupational health and safety leadership and demonstrate that their management decisions and actions are consistent with the intent of the occupational health & safety policy
- Accept and communicate the occupational health and safety policy intent to all staff and ensure compliance.
- Review the Occupational Health & Safety Management system and relevant procedures annually



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- Identify all potential occupational health risks and establish a program of prevention, monitoring and employee awareness
- Establish and implement effective induction and safe work skills training programs for all new employees and implement regular work skills retraining programs
- Conduct investigations and implement corrective actions for all workplace occurrences i.e. lost time injuries, plant, product and equipment damage, minor injuries and near miss occurrences
- Ensure injured employees are rehabilitated and an early return to the workplace is achieved
- Encourage employee participation in hazard inspections, reporting and corrective action processes
- Ensure sufficient protective equipment and personal protective clothing is available and correctly used and maintained
- Periodically audit the effectiveness of the occupational health and safety systems.

Supervisors

- Assist with the review of the Occupational Health & Safety Management system and relevant procedures
- Conduct regular recorded risk assessments/audits and ensure suitable controls are implemented on the basis of established priorities
- Communicate occupational health and safety performance and progress regularly to senior management.

All Employees

- To accept and abide by the intent of the OH &S policy
 - Comply with all safe work practices and procedures
 - Undertake periodic retraining in safe work practices and safe work skills
 - Undertake workplace inspections as required
 - Report all hazards and hazardous activities to management
 - Recommend corrective action and implement those solutions where possible
 - Participate in reviews of work practices and procedures periodically
 - Use protective equipment and personal protective equipment issued according to defined standards
 - To contribute in incident investigations and when possible assist in the implementation of corrective actions
 - To participate in rehabilitation programs if and when required
 - Working with due care and consideration to safeguard their own health and safety and the health and safety of others
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