EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY

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POSITION DESCRIPTION

POSITION: **Program Manager – Community & Partnerships**

REPORTS TO: **Delivery Manager**

POSITION OBJECTIVES

This position coordinates the planning, delivery and reporting of Authority programs and projects for implementation in line with the current plans and strategies of the Authority.

The role includes; project management including systems and support, leading the team of capable staff, overseeing funding agreements and contracts, coordinating reporting, understanding and applying natural resource management principles and engaging with all types of people, community and partner agencies.

KEY RESPONSIBILITIES

- Ensure the implementation and timing of the community and partnership programs are maintained in line with Authority strategy, stated project outputs, budgets and committed timelines.
- Ensure your team is liaising with individuals, community and interest groups, and agency project partners in project planning and delivery and promote the Authority's role and objectives.
- Approval of payments in line with project budgets and Authority procedures.
- Manage staff, contractors or consultants to optimise productivity and adhere to statutory and legal requirements.
- Maintain relationships with State and Commonwealth investment providers.
- Ensure all program activities (including contractor and consultant management) are undertaken in accordance with the Authority's safety management system.
- Contribute to the development of MERI plans and program logics and reporting on strategies and plans.
- Lead the preparation of reporting requirements for the community and partnerships team, including collation of team input and quality assurance of final reports to investors.

SPECIALIST KNOWLEDGE AND SKILLS

- Proven interpersonal skills that can effectively work with partners and community to deliver plans and strategies.
- Knowledge of CMA activities and government policy in natural resource management, including working with community and partner agencies.
- Ability to broker partnerships with multiple agency partners to achieve program outcomes.
- Experience in funding agreements and contract management.
- Proven ability to coordinate complex projects including completing project management plans, funding submissions and internal and external reporting.

MANAGEMENT SKILLS

- Day to day management of staff including performance and behaviour management.
- Able to work on multiple tasks within specific timelines and budget constraints.
- Competence in problem solving and seeking solutions.
- Ability to develop innovative and creative opportunities for natural resources project funding.
- Report writing skills and the ability to prepare reports for managers through internal reporting lines with clear recommendations.
- Ability to understand the financial structure of Authority projects and monitor expenditure against project plans.

INTER-PERSONAL SKILLS

- Able to communicate effectively both written and orally with a wide range of stakeholders including community members, government employees and industry leaders.
- The ability to collaboratively lead agency staff, the community, field staff, contractors or consultants, and landowners to deliver projects.
- The ability to negotiate with clients, government departments and CMA staff.
- Able to represent the Authority on various committees in a professional and sensitive manner to pursue the goals and objectives of the Authority.

QUALIFICATIONS AND EXPERIENCE

- Possession of an appropriate tertiary qualification related to Natural Resource Management; or
- More than 8 years' experience in the NRM industry.
- Qualification/experience in project management including; planning, procurement and contracts, implementation of projects, and financial monitoring.

JUDGEMENT AND DECISION MAKING

- Objectives of the position are clearly defined, though there is a regular requirement for adaption to policies and processes which needs the ability to improvise with the use of available resources.
- The incumbent will be encouraged to make appropriate decisions and interpret information as required. However, guidance and advice is always available if a difficult or unusual problem is encountered.
- The position requires good decision making and judgement skills to deliver on required tasks and projects under the supervision of the Delivery Manager.
- The position requires high-level problem-solving skills to ensure tasks and projects are delivered to the highest standard with innovation and forethought.

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ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

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

EXTERNAL LIAISON

- Landholders
- Members of the public
- Contractors
- Consultants
- Government Departments and Agencies
- Other Catchment Management Authorities
- Community Groups
- Suppliers
- Local Government
- Non-Government organisations
- Service Authorities
- Professional advisors retained by the EGCMA
- Professional organisations
- Private corporations/industry.

VALUES

- The Authority adopts the values of the Victorian Public Sector Commission to guide our behaviours and decision making. All staff have an important role to play in upholding the values and culture of the organisation.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing
Direct reports up to 5 staff

EXTENT OF AUTHORITY

Project & Program Delivery

- Supports Delivery Manager and other Program Managers in project and program delivery by providing technical, planning and coordination input.

Financial delegations

- As per the Board approved financial delegations instrument.

KEY SELECTION CRITERIA

- A sound understanding of natural resource management and practical experience of relevance to Authority activities.
- Proven ability to coordinate programs and projects including completion of project management plans, funding submissions and internal and external reports.
- Experience in leading a team to achieve organisational objectives, whilst displaying the organisations culture and values.
- Experience in procurement and managing funding agreements and contracts.
- Ability to communicate and engage with a wide range of stakeholders including landholders, community and partner agencies.
- Knowledge and experience of computers, including GIS, project management systems, reporting templates and database applications.

POSITION REQUIREMENTS

- Hold a current Victorian Drivers Licence
- Successfully obtain a Satisfactory Police Check

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OH&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.

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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.

- 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.