

## EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

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**POSITION:** Project Coordinator

**REPORTS TO:** Program Manager - Water & Catchments

### **POSITION OBJECTIVES**

This position provides coordination and management of projects within the Programs function of the East Gippsland Catchment Management Authority (the Authority) under direction of the Program Manager. Included in the role is the coordination and implementation of projects, project promotion, maintaining partnerships with stakeholders and the coordination of monitoring, evaluation and reporting, both internal and external to the Authority.

### **KEY RESPONSIBILITIES**

- Coordinate project design, planning and implementation with reference to the Authority's strategic direction and annual works program, including monitoring, evaluation and reporting.
- Ensure all Authority projects are delivered in line with procedures and all relevant operational and stakeholder data is captured and recorded.
- Consult, negotiate with, and provide feedback and information to community members and landholders impacted by the Authority's program of works. Ensure data is captured in community engagement database.
- Independently and providing support to the Project Officer and Works Coordinator, coordinate contractors to ensure works are undertaken within quality specifications, within agreed timelines and budgets, and within the OH&S policy and procedures of the Authority.
- Coordinate grants administration including partner and investor communications, funds administration and monitoring, evaluating and reporting.
- Assist the Program Manager with the development of future funding programs, program reporting and coordination of Program Team functionality.
- Assist the Programs Team in the delivery and coordination of Authority plans and strategies.
- Assist in the delivery and coordination of the Regional Catchment Strategy
- Other Authority duties as identified/required within scope of position and skills (support with administrative and project management tasks).

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### **SPECIALIST KNOWLEDGE AND SKILLS**

- Knowledge of the natural resources of East Gippsland and the role and operations of the Authority and related government agencies.
- Strong understanding of computer-based project management software, GPS and GIS data and its application.
- Proven ability to work within a multi-functional team, as well as an ability to work independently and autonomously.
- Demonstrated ability to effectively implement programs and achieve multiple objectives on time and within budgets with support where required by the Programs Team
- Ability to coordinate activities and achieve objectives within time and budget constraints.
- Ability to engage with and influence regional partners to deliver project goals.
- Sound oral and written communication skills.

### **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 (preferred) in providing services to achieve results in the areas of:
  - Natural Resource Management
  - Project management and administration of program funding.
  - Proven and demonstrated ability in developing and maintaining partnerships with multiple groups, individuals and agencies.
- Possession of an appropriate tertiary qualification (or equivalent experience) related to Natural Resources Management, or similar government agency management.
- Project management experience using computer-based software.
- Ability to work with landholders, community, contractors and partner agencies.
- Experience and the ability to work with project teams in planning and implementing service delivery.

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, the Authority. All costs incurred in obtaining the police check will be at the employee's expense.

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### **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 Program Manager.
- Competence in problem solving and generating solutions to ensure tasks and projects are delivered to the highest standard.
- OH&S and risk management specific to project management.

### **ORGANISATIONAL RELATIONSHIPS**

#### **INTERNAL LIAISON**

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

#### **EXTERNAL LIAISON**

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

#### **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.

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### **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**

- Qualification or relative experience in natural resource management.
- Significant experience in administering and managing projects including monitoring, evaluation and reporting.
- Demonstrated experience in stakeholder and community engagement.
- Demonstrated 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.

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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

- Demonstrate occupational health and safety leadership and ensure 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.
- Monitor and supervise employees under their management
- 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.

### Works Coordinators & Team Leaders

- 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.
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### 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.
  - To contribute in incident investigations and when possible assist in the implementation of corrective actions.
  - Participate in reviews of work practices and procedures periodically.
  - Use protective equipment and personal protective equipment issued according to defined standards.
  - 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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