

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Works Coordinator

REPORTS TO: Programs Coordinator - Water and Catchments Team

POSITION OBJECTIVES

The position plays an integral role in ensuring onground works programs undertaken by the Authority are delivered on time, within budget, in a safe manner and in consultation with local stakeholders.

The position coordinates activities of contractors, ensures projects meet quality objectives and ensures contractors conform to all OH&S obligations. The position engages with landholders and other stakeholders in regard to works activities and local river health issues.

KEY RESPONSIBILITIES

- Provide supervision of contractors to ensure works are undertaken within quality technical specifications, within agreed timelines and budgets, and within the OH&S policy and procedures of the Authority.
- Ensure projects are delivered in line with the documented project management procedures of the Authority, including using electronic systems and databases.
- Communicate directly with landholders and community members to discuss Authority planned works, waterway issues and any other concerns that may arise.
- Support and assist Project Coordinators and Project Officers by maintaining accurate financial commitments and expenditure within the project financial system.
- Capture the physical location, photos and type of completed works, in a timely manner, for recording in the GIS system.
- Maintain in good order the plant and equipment located in the local depot.
- Continually participate in the planning cycle by identifying and recording potential river health issues and contributing to the project development activity undertaken by the Authority.

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SPECIALIST KNOWLEDGE AND SKILLS

- Experience in contractor management and coordination.
- Experience in project management with strong focus on procedural and informational processes.
- Familiarity with types and application of heavy equipment, including delivering projects with technical designs
- Sound understanding and demonstrated experience in the application of the OH&S Policy and Procedures.
- Knowledge of the catchment areas of East Gippsland and associated natural resource issues.
- Understanding of the principles of stakeholder and community engagement.
- Ability to utilise information management tools to plan, manage and report on projects.
- 4WD experience.

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

- Preferred experience in providing services to achieve results in the areas of:
 - Contractor Management
 - OH&S policies and procedures
 - Community engagement and/or customer service
 - Project management and implementation
 - Demonstrated ability in developing and maintaining partnerships with multiple groups, individuals, community and agencies

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.

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JUDGEMENT AND DECISION MAKING

- Objectives 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.

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

- All functions within the Authority.

EXTERNAL LIAISON

- Contractors
- Landholders
- Community Groups
- Crown Lands Managers
- Government Agencies
- East Gippsland Shire
- Landcare Groups
- Members of the Public

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

- Number of staff reporting directly: Nil

SCALE OF OPERATIONS

Budget

- Nil

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EXTENT OF AUTHORITY

Financial Delegation

- As per the Board approved Instrument of Financial Delegation.

KEY SELECTION CRITERIA

- Demonstrated experience in the selection, management and coordination of contractors for the delivery of a technical works program, including demonstrated experience in overseeing contractors operating machinery.
- Ability to understand and demonstrate application of OH&S Policy and Procedures.
- Skills in negotiating and engaging with stakeholders in regard to the delivery of projects and solving problems.
- Experience and understanding of project management procedures, and use of project management system is preferable.
- Evidence of a commitment to maintaining up to date project data and information. Computer skills (Microsoft Suite of products), use of GPS and GIS
- Current Victorian Drivers Licence, 4WD experience and towing trailers is preferable

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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.