

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Bushfire Monitoring and Engagement Officer

REPORTS TO: Delivery Manager

POSITION OBJECTIVES

This position under direction of the Waterway Health Team will undertake community engagement and monitoring of fire impacts and recovery. The role includes:

- Support EGCMA and ARI in the community engagement and monitoring with reference to the Authority's bushfire recovery program and onground works.
- Collect and collate data to track recovery and identify issues.

KEY RESPONSIBILITIES

- Support EGCMA in the community engagement and monitoring with reference to the Authority's bushfire recovery program and onground works.
- Supporting Arthur Rylah Institute (ARI) to undertake field work on native species abundance, diversity, and population demographics; and to determine impacts of fires on aquatic biota.
- Undertaking monthly water quality monitoring in major waterways and tributaries across East Gippsland that were impacted by fire.
- Collecting and collating data (and data from automated monitoring stations) to create trendlines for measured variables that allows the EGCMA to track recovery and helps identify areas of concern.
- Completing regular reports and updates to EGCMA, community and funding providers, including providing content for media and communications.
- Other EGCMA duties as identified/required within scope of position and skills (support with administrative and project management tasks).

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of natural resource management and / or community engagement.
- Knowledge of East Gippsland's natural resources and understanding of communities in East Gippsland.
- Ability to work independently to ensure tasks are completed and outcomes achieved.
- Good organisational skills, with the ability to multi-task and provide required support to complete multiple tasks.
- Sound oral and written communication skills.

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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
 - Community engagement
 - 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). 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 with support from EGCMA.
- Developing skills in problem solving and generating solutions to ensure tasks are delivered to the highest standard.
- OHS and risk management specific to monitoring and travelling in remote areas.

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

- Position will require liaison with all functions within the EGCMA

EXTERNAL LIAISON

- Members of the public
- Government Departments and Agencies
- Other Catchment Management Authorities
- Community Groups and members
- Suppliers
- Local Government
- Service Authorities
- Professional organisations.

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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.

EXTENT OF AUTHORITY

Financial Delegation

- As per the Board approved Instrument of Financial Delegation.

KEY SELECTION CRITERIA

- Experience in natural resource management and / or community engagement.
- An interest in monitoring the environment, including collecting and collating data and communicating results.
- Excellent word processing skills, and knowledge and experience of computer applications, including GIS and database applications.
- Ability to take initiative, provide support, and work as part of a team, or independently, 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, contractors, individuals, landowners, government agency employees and industry leaders.

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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 & Program Coordinator

- 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.
- To contribute in incident investigations and when possible assist in the implementation of corrective actions.

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- 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.