



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: General Manager – Operations

Chief Executive Officer

REPORTS TO:

POSITION OBJECTIVES

This position is responsible for the delivery and oversight of the strategic and operational functions of the Authority.

KEY RESPONSIBILITIES

- Management of the Authority's Regional Waterway Strategy including planning, implementation, reporting and evaluation frameworks.
- Use innovation and business systems management to develop waterway health program concepts, implement plans and applications for funding.
- Effectively manage operational and strategy development, implementation and reporting, funding submissions and associated reporting requirements.
- Lead a team of staff and contractors.
- Manage internal and external reporting for all waterway health programs.
- Provide both written and verbal reports for CEO and Board.
- Manage compliance with policy/procedure for Authority activities.
- Develop and maintain internal and external relationships with investors, Traditional Owner group, partner agencies, community groups and landholders.
- Represent the Authority at state and regional forums.

SPECIALIST KNOWLEDGE AND SKILLS

- Proven skills and experience to drive delivery that is aligned to achieving strategic priorities.
- Proven communication, interpersonal, negotiation and report writing skills.
- Proven ability to create and maintain organisational culture and teamwork within the team and across the organisation.
- Sound technical advice on natural resource management policies and programs.
- Proven ability in procurement, contractor and consultant management.



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MANAGEMENT SKILLS

- The ability to lead, develop and manage staff within specific timelines and budget constraints.
- Day to day management of staff including performance and behaviour management.
- Management ability to set and monitor goals and objectives for teams of people.
- Senior management level of competence in problem solving and seeking solutions.
- Flexibility to develop innovative and creative opportunities for natural resources project funding.
- Senior management level report writing skills and the ability to prepare management reports which are informative, reflect canvassed opinion and have clear recommendations.

INTER-PERSONAL SKILLS

- Ability to communicate effectively both written and orally with a wide range of stakeholders including community members, government employees, investors and industry leaders.
- The ability to work collaboratively with agency people, the community, the Board, field staff, landholders and contractors.
- The ability to negotiate with clients, government departments and CMA staff.
- Ability 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

- An environmental degree, or equivalent experience appropriate to the role of a senior manager.
- Experience in all facets of project management, interpretation and understanding.
- Experience in leading a team to achieve priorities aligned to strategic objectives.
- Procurement, program and contract management experience.
- Experience in working with government agencies, Traditional Owners, communities and landholders.
- Experience in developing, implementing, reviewing and reporting strategic plans.



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JUDGEMENT AND DECISION MAKING

- The objectives of this role are clearly defined, within the role there is opportunity to shape policies and processes. The role requires problem solving and improvisation with the use of available resources.
- With support from the CEO, the incumbent will be encouraged to make appropriate decisions and interpret information as required.

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

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

EXTERNAL LIAISON

- Members of the public
- Contractors
- Consultants
- CMAs
- Community groups
- Landholders
- Suppliers
- Government departments (Federal and State)
- Local government
- Non-Government organisations

VALUES

- The Authority adopts the values of the Victorian Public Services 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: up to 2
- Number of staff reporting indirectly: up to 8

SCALE OF OPERATIONS

Budget:

- Budget expenditure –approx. \$10 million annually.

EXTENT OF AUTHORITY

Major financial delegations:

- \$150k Operational expenditure approved by the Board as part of the Authority's budget.

Other:

- Represent the Authority in negotiations with external liaisons, as may be appropriate, in accordance with the Authority's adopted policies.

KEY SELECTION CRITERIA

- Demonstrated ability to lead a team to deliver programs, projects and works that align with strategic priorities and objectives.
- Demonstrated ability to negotiate and communicate effectively both written and orally with a wide range of stakeholders including landholders, community members, government employees, boards, investors and industry leaders.
- Demonstrated ability to work in partnership with Traditional Owners to deliver joint priorities.
- Proven experience in all facets of strategy cycles, including development, engagement, implementation, review and reporting.
- Demonstrated report writing skills and the ability to prepare management reports which are informative, reflect canvassed opinion and have clear recommendations.
- Demonstrate high level of competence in problem solving and seeking solutions.
- An environmental degree level qualification, or equivalent senior management experience appropriate to the role.



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POSITION REQUIREMENTS

- Hold and maintain a Victorian Driver's License.
- A satisfactory National Police Check must be provided prior to date of commencement with the Authority.
- A Pre-Employment Health Declaration must be completed prior to commencement with the Authority.
- You must be willing and able to attend your designated workplace as, and when required.



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Responsibilities Statement

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 Coordinators

- 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.