



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

Position: Program Coordinator – Integrated Water Management
Date: September 2025
Remuneration: \$102,800 - \$117,700 gross pro rata per annum (dependent on skills, knowledge and experience)

Position objectives

The position reports to the General Manager – Operations.

Integrated Water Management (IWM) brings together various stakeholders, disciplines and sectors to holistically and collaboratively manage all aspects of water, particularly in the face of changing conditions.

The position will build capacity, integration and collaboration in IWM across East Gippsland. Included in the role is engaging with the partner agencies, Traditional Owners and First Peoples, and community to work in collaboration to influence IWM planning, partnerships and community outcomes.

The IWM Officer will operate as part of a statewide cohort of CMA IWM practitioners and participate in a peer network coordinated by the Statewide IWM Coordinator, with guidance and support from DEECA.

Key responsibilities

- Coordinate the CMA's participation in IWM Forums, including planning processes, stakeholder engagement, and shared priority setting.
- Lead or contribute to the development and delivery of IWM plans and initiatives, with a focus on collaborative and cross-boundary solutions.
- Build and maintain partnerships with local government, water corporations, Traditional Owners, and other key stakeholders to co-design and implement IWM opportunities.
- Identify and pursue opportunities to embed IWM principles and outcomes across CMA strategies, operational activities, and programs.
- Lead or support the identification and securing of funding to progress priority IWM opportunities.
- Coach and support internal CMA staff in applying IWM thinking to their work, reducing internal silos and fostering cross-disciplinary collaboration.
- Represent the CMA in senior-level IWM planning and policy discussions, and support DEECA and the Statewide Coordinator in network-level projects and capacity-building efforts.
- Contribute to evaluation and learning by sharing practice insights, participating in annual reflections, and fulfilling reporting requirements.

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- Respond to Permit Planning applications from Local Government to drive IWM outcomes.
 - Review and improve internal Planning Permit application processes to drive efficient planning outcomes.
 - Support statutory planning by working with internal and external stakeholders, including West Gippsland CMA (our service provider), to enhance IWM outcomes.

Specialist knowledge and skills

- Extensive experience in effective engagement with a diverse range of stakeholders, Traditional Owners and First Peoples, and community to build strong working relationships across sectors.
- Understands and anticipates future challenges and develops clear plans to deliver long-term outcomes.
- Identifies regional drivers and risks (e.g. urbanisation, climate change, stormwater impacts) and translates them into practical IWM opportunities (responses).
- Builds collaborative working relationships across internal and external stakeholders to identify IWM opportunities and integrate IWM into planning, operations, and functions.
- Manages competing priorities and delivers high-quality outcomes in complex and dynamic settings. Produces high-quality plans, reports, and case studies that communicate the value and impact of IWM activity.

Interpersonal skills

- Communicate effectively both written and orally with a wide range of stakeholders including community members, government employees and industry leaders.
- Collaboratively partner with agency staff, Traditional Owners and First Peoples, the community, field staff, contractors or consultants, and landowners to deliver IWM outcomes.
- Represent the Authority on various committees to pursue the goals and objectives of the Authority.

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Qualifications and experience

- Relevant tertiary qualification or at least five years' experience in environmental planning, water or natural resource management, engineering, land use planning or a related field.
- Demonstrated experience working in strategic planning, stakeholder engagement, collaborative project management, and inter-agency collaboration.
- Knowledge of integrated water management and the water sector in Victoria is desirable.

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 position requires high-level problem-solving skills to ensure tasks and projects are delivered to the highest standard with innovation and forethought.

Extent of Authority

- Management - This position has no direct or indirect employee reports.
- Program Delivery – Supports Managers in program delivery and by providing technical, planning and coordination input.
- Financial delegations - As per the Board Instrument of Delegations.
- Occupational, Health and Safety - The Authority operates under the *Occupational Health and Safety Act 2004*, OH&S Regulations and all relevant Codes of Practice and Compliance Codes.

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Key selection criteria

1. Relevant tertiary qualifications or at least five years' experience in environmental planning, water management or natural resource management, engineering, land use planning or a related field (mandatory).
2. Extensive experience in engaging and collaborating with a diverse range of stakeholders, including Traditional Owners and First Peoples, to achieve onground action and long-term outcomes.
3. Experience in collaborating to design, develop, implement and evaluate plans and strategies, demonstrating your capacity to anticipate future challenges with achievable priorities.
4. Demonstrated skills in managing competing priorities and delivering high-quality outcomes in complex and dynamic environments.
5. Experience in embedding programs into business as usual across businesses, industries and sectors.

Additional requirements

- You must hold and maintain a Victorian Driver's Licence.
- 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. This position is based in the Bairnsdale Office, 75 MacLeod Street, Bairnsdale.