

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY

POSITION DESCRIPTION

Position: Project Coordinator – Operations
Reports to: Program Coordinator – Operations
Date: August 2026
Remuneration: Band B8 \$90,331 gross pro rata per annum

Position Objectives

The position reports to the Program Coordinator – Operations.

The Project Coordinator plays a pivotal role in the coordination of the Authority's on-ground works programs efficiently and effectively. This position ensures projects are completed in line with Authority objectives on time, within budget, and to the highest safety standards, while fostering collaboration with landholders, key stakeholders, and relevant government agencies. Beyond delivery, the role safeguards project quality and ensures outcomes align with the Authority's broader natural resource management objectives.

The Project Coordinator supports the successful delivery of projects from concept to completion through planning, coordination, stakeholder engagement, and implementation oversight. The role ensures projects are delivered on time, within scope, and to required quality and safety standards while fostering effective collaboration between internal teams, contractors, landholders, and stakeholders to achieve sustainable river health outcomes.

Key Responsibilities

- Coordinate project planning and implementation with reference to the Authority's strategic direction and annual works program, including monitoring, evaluation and reporting.
- Supervise contractors to ensure works meet technical specifications, timelines, budgets, and comply with the Authority's OH&S policies and procedures.
- Ensure strict OH&S compliance across field operations and contractor activities, applying a risk-based approach and supporting continuous improvement in safety practices.
- Develop and manage project plans in accordance with documented procedures, ensuring effective use of electronic systems and databases (e.g., GIS).
- Communicate with landholders and community members regarding planned works, waterway issues, and related concerns, providing clear information and timely feedback.
- Ensure all projects comply with environmental, quality, procurement, and cultural heritage procedures.
- Accurately record stakeholder interactions and outcomes in the community engagement database.

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- Support the General Manager – Operations, Program Coordinator – Operations and team in delivering and coordinating Authority plans and strategies.
- Provide the General Manager – Operations and team with accurate information and advice on compliance matters arising under the Authority’s Waterway By-law.
- Maintain accurate financial commitments and expenditure records within the project financial system.
- Capture completed works data (location, photos, type) promptly for GIS recording.
- Maintain Authority’s plant and equipment in good order.
- Identify and assess potential river health issues and supporting project development activities.
- Attend Authority workplaces as required, including offices, depots, worksites, and meetings with landholders.

Specialist Knowledge and Skills

- Knowledge of the natural resources of East Gippsland and the role and operations of the Authority and related government agencies.
- Proven experience in contractor management and project coordination, with strong procedural and information management skills.
- Familiarity with heavy equipment and technical design requirements for on-ground works.
- Sound understanding and practical application of OH&S policies and procedures.
- Knowledge of East Gippsland’s catchment areas, natural resource issues, and the role of the Authority and related agencies.
- Understanding of stakeholder and community engagement principles, with the ability to influence regional partners.
- Proficiency in using information management tools and electronic systems (e.g., GIS) for planning, reporting, and data capture.
- Ability to work effectively within a multi-functional team and independently to meet objectives within time and budget constraints.
- Excellent oral and written communication skills, with a positive and proactive approach to engagement.
- 4WD experience (desirable).

Inter-Personal 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 Authority outcomes.
- Experience and the ability to work with teams in planning and implementing project delivery.

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Qualifications and Experience

- Relevant tertiary or diploma qualification in Natural Resource Management or equivalent experience (highly desirable).
- Proven experience in project management, including contractor management, procurement, and reporting.
- Demonstrated understanding and practical application of OH&S policies and procedures.

Judgment 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 (Federal and State)
- Contractors
- Other Catchment Management Authorities
- Community Groups and members
- Local Government
- Non-Government organisations
- Private corporations/Industry
- Service Authorities
- Service providers engaged by the Authority
- Professional organisations.

Values

Our Values and Behaviours are shown at the end of this Position Description.

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Extent of Authority

- Management - This position has no direct or indirect employee reports.
- Program Delivery – Supports Managers in program delivery 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.

Key Selection Criteria

- Relevant tertiary qualification (or equivalent experience) in Natural Resource Management (highly desirable).
- Demonstrated experience in project management, including contractor selection, coordination, and oversight of technical works programs and machinery operations.
- Sound understanding and practical application of OH&S policies and procedures, with a commitment to risk-based compliance and continuous improvement.
- Strong stakeholder engagement and negotiation skills, with the ability to collaborate effectively with landholders, community groups, contractors, and partner agencies.
- Proven ability to work both independently and as part of a team, taking initiative to achieve outcomes within time and budget constraints.
- Proficiency in technological applications, including Microsoft Office Suite, GIS, GPS, and database management, with a commitment to maintaining accurate project data.
- Current Victorian Driver's License, with 4WD experience and towing capability (desirable).

Position Requirements

Mandatory Requirements

The successful applicant must:

- Hold and maintain a current Victorian Driver Licence.
- Provide a satisfactory National Police Check prior to commencement.
- Provide a satisfactory Working with Children Check prior to commencement.
- Complete a Pre-Employment Health Declaration prior to commencement.

Licenses and Certifications

The following licences and certifications are required for this position, or must be obtained following commencement:

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- Four-Wheel Drive (4WD) Training, including winching and vehicle recovery.
- Trim and Crosscut (Chainsaw Use).
- Construction Induction Card (White Card).
- Chemical Users Course.
- Level 2 First Aid Certificate and current Cardiopulmonary Resuscitation (CPR) certification.

Where the successful applicant does not hold these qualifications, the Authority will provide the required training.

Inherent Position Requirements

Workplace Requirements:

This position is based at the Authority's office at 75 Macleod Street, Bairnsdale and requires regular travel throughout the region. Attendance at Authority workplaces, field sites, stakeholder meetings, community engagement activities and other operational locations is required to support project delivery, contractor supervision and stakeholder engagement. While some duties may be undertaken through approved flexible work arrangements, attendance may be required where necessary to deliver operational outcomes and fulfil the inherent requirements of the position.

Physical Requirements:

The incumbent must be able to undertake the physical requirements of the role, including prolonged computer use, regional travel, operation of a motor vehicle, walking across varied terrain, working near waterways, undertaking field-based activities and working outdoors in varying weather conditions.

Psychosocial Requirements:

The incumbent must be able to manage competing priorities, communicate effectively with a diverse range of stakeholders, exercise sound judgement, and work both independently and collaboratively. The position may involve challenging stakeholder interactions, periods of high workload demand, and remote or isolated work.

Relevant Psychosocial Hazards
Violence & Aggression
Remote or Isolated Work
Poor Physical Environment

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Privacy

Personal information supplied by you is collected, stored, and maintained by the East Gippsland Catchment Management Authority, for the purpose of assessing your suitability for employment, administering recruitment processes, and, if successful, establishing and managing your employment relationship with the organisation.

Any personal information about you or a third party that you provide will be protected under the *Privacy and Data Protection Act 2014*. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, Government Department, relevant regulatory or funding agencies, or authorised East Gippsland Catchment Management Authority staff regarding the purpose for which it was provided, unless required or authorised by law.

If you do not provide personal information, it may not be possible for the East Gippsland Catchment Management Authority to process your application, assess your suitability for the position, or contact you regarding the recruitment process.

You have the right of access to this information under the *Freedom of Information Act 1982* (Vic), enquires about access to information about you held by the East Gippsland Catchment Management Authority should be directed to the Privacy Officer/Manager People and Culture at East Gippsland Catchment Management Authority, (03) 5152 1184, 75 Macleod Street, Bairnsdale, PO Box 1012, Bairnsdale Vic 3875.