EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY
POSITION DESCRIPTION

Position:	Program Coordinator – Planning
Reports to:	General Manager Operations
Date:	September 2026
Remuneration:	$108,665 - $111,446 (dependent on skills knowledge and experience)

General Description

- The position reports to the General Manager – Operations.
- The position is based in Bairnsdale.
- The position is full time ongoing.
- The position has one to two direct reports.

Position Objectives

The Program Coordinator - Planning leads the planning, coordination and continuous improvement of the Authority's works programs within the Water Team. Leading a small team of Project Coordinators, the role is responsible for program planning, prioritisation, governance and reporting to support the delivery of strategic waterway and catchment management outcomes.

The position develops and maintains strong relationships across the agricultural sector, working closely with landholders, Traditional Owners and First Peoples, partner agencies, funding bodies, community groups and government stakeholders to support best-practice land and water management. Through effective collaboration, program leadership and strategic planning, the role contributes to improved river health, resilient landscapes and positive environmental outcomes across East Gippsland.

Key Responsibilities

- Coordinate and support a small team of Project Coordinators to deliver effective planning and coordination of the Authority's works programs.
- Oversee program-level planning within the Water Team, ensuring projects are strategically prioritised, appropriately scoped and delivery-ready.
- Support the General Manager - Operations in implementing the Regional Waterway Strategy through the planning and development of on-ground works programs.
- Support the development of funding submissions and investment proposals, including Environmental Contribution bids and other funding opportunities.

- Ensure effective stakeholder engagement throughout program planning and delivery, maintaining positive relationships with landholders, community groups, partner agencies and other key stakeholders.
- Build and maintain strong partnerships across the agricultural sector, Victorian Fisheries Authority, landholders, farmers, Traditional Owners and First Peoples, industry groups and government agencies, to support collaborative land and water management outcomes.
- Identify opportunities to strengthen the integration of land and water management outcomes across Authority strategies, programs and operational activities.
- Lead or support the identification, development and securing of funding opportunities aligned with strategic priorities and the Regional Waterway Strategy.
- Develop and continually improve planning, reporting and evaluation systems to support program governance, performance monitoring and strategic decision-making.
- Ensure all programs and projects comply with environmental, cultural heritage, procurement, quality and safety requirements.
- Monitor program performance, risks and outcomes, and provide timely reporting to support informed management and investment decisions.

<u>Specialist Knowledge and Skills</u>

- Extensive experience building and maintaining productive relationships with landholders, the agricultural sector, Traditional Owners and First Peoples, community groups, partner agencies and government stakeholders to achieve shared outcomes.
- Demonstrated ability to plan and coordinate programs of work, ensuring individual projects are strategically prioritised, integrated and aligned to broader organisational and regional objectives.
- Ability to develop and implement systems, governance frameworks and reporting processes that support program performance, inform decision-making, identify emerging challenges and drive long-term outcomes.
- Builds collaborative relationships across internal and external stakeholders to identify opportunities, secure investment and integrate land and water management outcomes across strategies, programs and operational activities.

- Effectively manages competing priorities and resources in complex and dynamic environments, delivering high-quality program outcomes, plans, reports and business cases that demonstrate impact, value and progress against strategic objectives.

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, farmers, field staff, contractors or consultants, and landowners to deliver land management services.
- Represent the Authority on various committees to pursue the goals and objectives of the Authority.
- Demonstrated leadership capability, with the ability to lead, coach and develop staff to achieve program objectives within agreed timeframes, budgets and quality standards.
- Experience managing staff performance, wellbeing and development, fostering a positive, accountable and high-performing team culture.
- Ability to set clear priorities, establish performance expectations, and monitor progress to ensure successful delivery of program outcomes.

Qualifications and Experience

- Relevant tertiary qualification or at least five years' experience in land management, community engagement, water or natural resource management.
- Demonstrated experience working in strategic planning, stakeholder engagement, collaborative project management, and inter-agency collaboration.
- Knowledge of land management services and program oversight 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.

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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.

Extent of Authority

- Management - This position has one or two direct reports.
- Program Delivery – Supports Managers in program delivery by providing engagement 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 qualification in natural resource management, environmental science, water management, agriculture, project management or a related field, or substantial equivalent experience (mandatory).
2. Demonstrated leadership capability, including experience in leading a team to achieve program objectives.
3. Demonstrated experience building and maintaining productive relationships with landholders, the agricultural sector, Traditional Owners and First Peoples, government agencies, community groups and other stakeholders to achieve shared land and water management outcomes.
4. Proven ability to lead the planning, coordination and continuous improvement of programs, including prioritisation, oversight, monitoring, reporting and evaluation, to deliver strategic objectives and long-term outcomes.
5. Demonstrated experience coordinating a program of work comprising multiple projects, balancing competing priorities, resources, risks and stakeholder expectations to deliver high-quality outcomes in complex and dynamic environments.
6. Well-developed analytical and strategic planning skills, including the ability to develop systems, frameworks and reporting processes that support decision-making, investment planning and continuous improvement.

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Position Requirements

Mandatory Requirements

The successful applicant must:

- Hold and maintain a current Victorian Driver Licence and be able to undertake work-related travel throughout the region.
- Provide a satisfactory National Police Check prior to commencement.
- Provide a valid Working with Children Check prior to commencement.
- Complete a Pre-Employment Health Declaration relevant to the inherent requirements of the position prior to commencement.

Licenses and Certifications

The following licences and certifications are required for this position or must be obtained following commencement. Where the successful applicant does not hold these qualifications, the Authority will provide the required training:

- Level 2 First Aid Certificate and current Cardiopulmonary Resuscitation (CPR) certification.

Inherent Position 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.

The role requires the ability to undertake its inherent physical requirements, including daily computer use, regional travel, operation of a motor vehicle, walking across varied terrain, working near waterways and undertaking field-based activities.

The role requires the ability 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 complex or challenging stakeholder interactions and periods of increased workload demand.

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The Authority is committed to providing a safe and healthy workplace and has systems, resources and support mechanisms in place to assist employees in managing the requirements of their role.

The Authority is committed to equal opportunity, diversity, inclusion and consideration of flexible working arrangements. Reasonable workplace adjustments will be considered to enable employees to perform the inherent requirements of the role.

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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.