EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY
POSITION DESCRIPTION

Position: Project Coordinator - Water and Catchments
Reports to: Program Coordinator - Planning
Date: October 2026
Remuneration: Band B9 $91,361 gross pro rata per annum

Position Objectives

This position provides coordination and management of projects within the Programs function of the East Gippsland Catchment Management Authority (the Authority) under direction of the Program Coordinator. Included in the role is the coordination and implementation of projects, project promotion, maintaining partnerships with stakeholders and the coordination of monitoring, evaluation and reporting, both internal and external to the Authority.

Key Responsibilities

- Coordinate project design, planning and implementation with reference to the Authority's strategic direction and annual works program, including monitoring, evaluation and reporting.
- Ensure all Authority projects are delivered in line with procedures and all relevant operational and stakeholder data is captured and recorded.
- Consult, negotiate with, and provide feedback and information to community members and landholders impacted by the Authority's program of works. Ensure data is captured in community engagement database.
- Independently and providing support to the Project Officer and Works Coordinator, coordinate contractors to ensure works are undertaken within quality specifications, within agreed timelines and budgets, and within the OH&S policy and procedures of the Authority.
- Coordinate grants administration including partner and investor communications, funds administration and monitoring, evaluating and reporting.
- Assist the Program Coordinator with the development of future funding programs, program reporting and coordination of Program Team functionality.
- Assist the Programs Team in the delivery and coordination of Authority plans and strategies.
- Assist in the delivery and coordination of the Regional Catchment Strategy
- Other Authority duties as identified/required within scope of position and skills (support with administrative and project management tasks).
- Attend all authority workplaces as required including, but not limited to; office sites, depots, worksites and meeting 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.
- Strong understanding of computer-based project management software, GPS and GIS data and its application.
- Proven ability to work within a multi-functional team, as well as an ability to work independently and autonomously.
- Demonstrated ability to effectively implement programs and achieve multiple objectives on time and within budgets with support where required by the Programs Team
- Ability to coordinate activities and achieve objectives within time and budget constraints.
- Ability to engage with and influence regional partners to deliver project goals.
- Sound oral and written communication skills.

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
    - Project management and administration of program funding.
    - Proven and demonstrated ability in developing and maintaining partnerships with multiple groups, individuals and agencies.

- Possession of an appropriate tertiary qualification (or equivalent experience) related to Natural Resources Management, or similar government agency management.
- Project management experience using computer-based software.
- Ability to work with landholders, community, contractors and partner agencies.
- Experience and the ability to work with project teams in planning and implementing service delivery.

Judgement 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 Coordinator.
- 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
- Other Catchment Management Authorities
- Community Groups and members
- Landholders
- Local Government
- Non-Government organisations
- Private corporations/Industry
- Service Authorities
- Service providers engaged by the EGCMA
- Professional organisations.

Values

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

Extent of Authority

- Management - This position has no direct or indirect employee reports.
- Program Delivery – Supports Managers in program delivery by providing project 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*, OHS Regulations and all relevant Codes of Practice and Compliance Codes.

Key Selection Criteria

- Qualification or relative experience in natural resource management.
- Significant experience in administering and managing projects including monitoring, evaluation and reporting.
- Demonstrated experience in stakeholder and community engagement.
- Demonstrated ability to take initiative, provide support, and work as part of a team, or independently when required, 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, individuals, landholders, contractors, government agency employees and industry leaders.
- Excellent word processing skills, and knowledge and experience of computer applications, including GIS and database management.

Position Requirements

Mandatory Requirements

The successful applicant must:

- Hold and maintain a current valid Victorian or Interstate Australian Drivers 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 licenses and certifications are required for this position. Where the successful applicant does not hold these qualifications, the Authority will provide the required training:

- Four-Wheel Drive (4WD) Training, including winching and vehicle recovery.
- Construction Induction Card (White Card).
- 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 East Gippsland region. Attendance at Authority workplaces, project sites, stakeholder meetings, community engagement activities, contractor worksites and other operational locations is required to support project planning, delivery, monitoring, reporting 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 uneven or varied terrain, accessing remote locations, working near waterways, undertaking field inspections and monitoring activities and working outdoors in varying weather conditions.

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, periods of increased workload demand and remote or isolated work.

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.



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.

Note: This position description is current as at the date of issue. While it accurately reflects the key responsibilities and inherent requirements of the position at that time, duties, reporting relationships, organisational arrangements and role requirements may be reviewed and varied to respond to changing organisational needs and priorities, following appropriate consultation and in accordance with applicable instruments and legislative requirements.