EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY

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POSITION DESCRIPTION

Position: Program Coordinator – Operations
Reports to: General Manager Operations
Date: November 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 two direct reports.

Position Objectives

This position provides coordination and management of projects within the Programs function of the East Gippsland Catchment Management Authority (the Authority). Included in the role is the coordination and implementation of projects, consultancies, support in strategy development, project promotion, maintaining partnerships with stakeholders and the coordination of monitoring, evaluation and reporting of programs. The role includes supervision of staff (Works Coordinators).

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.
- With support from the General Manager – Operations, manage projects with consultancies, including procurement, approval, engagement, project management, financials and project closure.
- Ensure all Authority projects are successfully 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.
- Ensure all on-ground works are delivered successfully, in accordance with project management plan objectives.
- Ensure all on-ground works are delivered safely, in accordance with the Authority's OH&S systems and procedures.
- Coordinate grants administration including partner and investor communications, funds administration and monitoring, evaluating and reporting.

- Assist the General Manager – Operations with the development of future programs and funding submissions.
- Support the General Manager – Operations in the delivery and coordination of Authority plans and strategies.
- Manage staff to optimise productivity and adhere to statutory and legal requirements.
- Ensure all program activities (including contractor and consultant management) are undertaken in accordance with the Authority's safety management system.
- 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.
- Ability to utilise information management tools to plan, manage and report on projects and capture data.
- Proven ability to work within a multi-functional team, as well as an ability to work independently and autonomously.
- Ability to ensure technical requirements are translated to successful outcomes on the ground including seeking specialist support as required.
- Proven ability to lead and support operational staff.
- Sound oral and written communication skills.
- 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.

Interpersonal Skills

- Ability to communicate effectively, both written and orally, and work collaboratively with a wide range of stakeholders including community groups, contractors, individuals, landowners, government agency employees and industry leaders.

Qualifications and Experience

- Experience in providing services to achieve results in the areas of project management and proven 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.
- Ability to work with landholders, community, contractors and partner agencies.

- Experience and the ability to manage and 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 General Manager - Operations.
- Competence in problem solving and generating solutions to ensure tasks and projects are delivered to the highest standard.
- Within the procedures of the Authority, freedom to solve tasks creatively may be necessary. Input into policy development, with regards to problem solving, may be required.

Organisational Relationships

Internal Liaison

Position will require liaison with all functions within the Authority.

External Liaison

- Members of the public
- Government Departments and Agencies
- Contractors and Consultants
- Other Catchment Management Authorities
- Community Groups and members
- 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 two direct reports.
- Project delivery: As directed, assist in the delivery of tasks to achieve project and program outcomes.
- 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

1. Experience in natural resource management and stakeholder engagement.
2. Experience in managing projects and programs, including monitoring, evaluation and reporting.
3. Ability to take initiative, provide support, lead and work as part of a team.
4. Ability to work independently when required, to ensure tasks are completed and outcomes are achieved.
5. 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.
6. Excellent word processing skills, knowledge and experience of computer applications, including GIS and database management.

Position Requirements

Mandatory Requirements

The successful applicant must:

- Hold and maintain a current Victorian Driver Licence or Interstate Australian Drivers Licence.
- 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.
- Four-Wheel Drive (4WD) Training, including winching and vehicle recovery.
- Construction Induction Card (White Card).
- Trim and Crosscut (Chainsaw Use).
- Chemical User Course.

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, field sites, stakeholder meetings, community engagement activities and other operational locations is required to support project delivery, contractor and staff supervision, stakeholder engagement and program coordination.

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, accessing remote sites, working near waterways, undertaking field-based activities and working outdoors in varying weather conditions.

The role requires the ability to manage multiple projects and competing priorities, communicate and negotiate effectively with a diverse range of stakeholders, exercise sound judgement and problem-solving skills, and work both independently and collaboratively. The position includes supervision of staff and may involve challenging stakeholder interactions, responding to operational issues, 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 demands 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.