

# Wimmera CMA POSITION DESCRIPTION



## CATCHMENT MANAGEMENT GRADUATE

### Position Details

Position Title: Catchment Management Graduate  
Salary range: Band 2 Level 1 (\$57,047 pa)  
Work Unit: Operational Delivery  
Position Reports To: Operational Delivery Manager  
Date Prepared/Author: 03 August 2018 (Luke Austin)

Approved by:

Date 6 August 2018

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*Chief Executive (Wimmera CMA)*

Wimmera CMA pride ourselves on integrating community values in to the planning and coordination of land, water and biodiversity management. To achieve this, we provide a workplace and work practices that embraces, reflects, respects and promotes the diversity of our community and supports inclusion and participation for all. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile and supports increased participation by all members of our community in the protection of our natural environment.

Wimmera CMA offers flexible working arrangements and will considers part time and job share applications.

### Position Purpose

The purpose of the Catchment Management Graduate position is to provide a two-year career development pathway into the NRM industry for recent graduates in science, natural resource management or engineering related fields.

The position will assist Wimmera CMA in all aspects of its business including statutory and strategy, delivery and corporate services.

This role is the first step in a range of potential career paths within the organisation.

### Position Objectives

The objectives of the Catchment Management Graduate position are to:

- Contribute to Wimmera CMA business activities;
- Build skills and knowledge in regional catchment management via work experience and training.
- Build capacity to assist different parts of the organisation during peak work periods or where there is an identified gap, by working in areas of greatest need in a structured manner;
- Introduce contemporary academic skills and knowledge into the organisation while also complementing existing staff expertise.

The Catchment Management Graduate will have the opportunity to work in a broad cross-section of Wimmera CMA's business such as:

- Development and implementation of policies, procedures, plans and strategies;
- Assist in development of NRM projects and preparation of funding applications;
- Delivery of NRM projects that deliver outcomes under the Regional Catchment Strategy, including the design and delivery of landholder incentives, market based instruments, consultancy briefs and statutory obligations.
- Monitoring, evaluation and reporting;
- Engaging with the community, stakeholders and land managers; and
- Corporate services such as human resources, administrative services and support and the development and management of corporate processes.

The Catchment Management Graduate will also contribute to outcomes for several the region's assets including rivers, streams and wetlands, biodiversity and threatened species.

The position will undertake training and professional development via specialised and technical courses, on the job learning with guidance provided by senior CMA staff.

## **Position Context**

The position is a member of the Delivery Team and will work across all Wimmera CMA programs.

### *Statutory & Strategy*

This unit is responsible for the development of key plans and strategies, providing advice and information about asset management priorities and organisational policy and collecting and interpreting technical data and information relating to asset condition. A major activity within this unit is to manage investor relationships.

### *Delivery:*

The Wimmera CMA Delivery team is responsible for delivering NRM operational programs and all aspects of associated project management. The Delivery team works closely with the community, key stakeholders, government agencies and partners to achieve project outcomes that may include on ground works or community capacity building.

### *Corporate*

This program is responsible for the financial, administrative and infrastructure services of Wimmera CMA. These include: financial reporting, budget development, investment, asset management, HR, payroll, risk management, auditing, building, vehicle and resource management, computer support and administrative systems.

## **Position Reports to**

The position reports to the Operational Delivery Manager.

## **Responsibilities**

- Gain a holistic understanding of Wimmera CMA's business by working across all CMA programs, including statutory and strategy, delivery services and corporate services.
- Develop and improve as a CMA employee by undertaking training and professional development via specialised and technical courses, on the job learning and mentoring provided by senior CMA staff.
- Gain knowledge and experience in a broad cross-section of Wimmera CMA's business. Work areas will be matched to CMA priorities and may include:
  - Contributing to the review, development and/or implementation of policies, procedures, plans and strategies;
  - Assist with the delivery of statutory functions such as approvals and advice;
  - Working with relevant CMA staff and partner organisations to develop NRM projects and prepare funding applications;
  - Participating in the delivery of NRM projects, including engineering works, floodplain management initiatives and landholder site assessments, developing management plans and liaising contractors;

- Assisting to deliver NRM events;
  - Participating in monitoring, evaluation and reporting;
  - Engaging with the community, stakeholders and land managers;
  - Representing Wimmera CMA at meetings and other forums;
  - Developing and managing contracts;
  - Managing project tasks; and
  - Contributing to corporate services, such as human resources, media, administrative services and support and the development and management of corporate processes.
- Contribute to outcomes for the region's asset areas, including rivers and streams, wetlands, soils, threatened species and native vegetation, as required.
  - Build capacity to assist different parts of the organisation during peak work periods or where there is an identified gap, by working in areas of greatest need.
  - Other duties as directed.

## **Health & Wellbeing**

Employees have a responsibility to take reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

All employees have a responsibility to:

- Report any incident or hazards at work to their manager, supervisor or HSR.
- Carry out their roles and responsibilities as detailed in the relevant health, safety and wellbeing policies and procedures.
- Obey any reasonable instruction aimed at protecting their health, safety and wellbeing while at work.
- Use equipment provided to protect their health and safety while at work.
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
- Consider and provide feedback on any matters which may affect their health, safety and wellbeing.
- Demonstrate leadership of our OH&S principles when working with volunteers and contractors.

For staff who accept nominations as a health and safety representative (HSR) on the Health & Wellbeing Committee, additional responsibilities in addition to those listed above are also allocated and communicated when accepting the role.

## **Qualifications and proven ability**

Possession of a tertiary qualification in natural resource management, environmental management, science, engineering or a related field (or graduating within the next 6 months)

## **Key Selection Criteria**

### **Essential:**

1. Excellent written and oral communication skills and the capacity to communicate to different audiences.
2. Demonstrated ability to analyse information, think strategically and solve problems.
3. Demonstrated ability to achieve results through showing initiative.
4. Demonstrated ability to work effectively in a multi-disciplinary team and to work independently.
5. A strong understanding and appreciation of the importance of positive organisational culture;

## Desirable:

1. A good appreciation of catchment management issues within the Wimmera CMA region and the Authority's activities, responsibilities and strategic directions.
2. An understanding of natural resource management processes including, threats, risks, conservation and restoration techniques
3. An understanding of the principles of project management and experience in managing small projects.
4. Knowledge and experience using computers and software applications, particularly Microsoft products.

## Other Relevant Information

- The role will incorporate field work including the use of monitoring equipment, GPS and GIS systems.
- The position will be located at Horsham, Victoria.
- Terms and conditions of employment will be in accordance with the current Wimmera CMA Enterprise Agreement (Wimmera CMA Enterprise Agreement 2015-19).
- Possession of a current Victorian Driver's Licence is required, experience in the operation of a 4WD would be an advantage.
- The position may involve some work outside normal office hours.
- Annual Workplan reviews will be undertaken as at 30 September each year.
- Wimmera CMA is a public-sector authority.
- A health declaration is required to be signed prior to acceptance of the role
- An employment working with children check is a condition of employment (with evidence of lodgement provided upon acceptance of the role; and successful receipt during the probationary period.)

## Further Information

- For more information on the position or the organisation, please contact:  
Mr Luke Austin  
Operational Delivery Manager  
Wimmera CMA  
Telephone: 0427 316 447

## Submitting an Application

- Three copies of your application should be submitted to the address below by the closing date; or
- One copy by email to [jobs@wcma.vic.gov.au](mailto:jobs@wcma.vic.gov.au).
- Applications should include a covering letter, response to key selection criteria, curriculum vitae/resume and copy of qualifications and details of university courses undertaken.
- Applications addressing the Selection Criteria should be marked "**Private and Confidential**" and sent to:

Chief Executive  
Wimmera CMA  
Catchment Management Graduate  
PO Box 479  
HORSHAM VIC 3402

Applications close **10.00am** on **Monday 10 September 2018**.