

Wimmera CMA
POSITION DESCRIPTION



Natural Capital Projects Officer

Position Details

Position Title: Natural Capital Projects Officer
(Parental Leave Position)
Salary range: Band 3.1 to 3.4 (73,413-\$80-703) pro rata
Commensurate with skills and experience
FTE: Up to .5 FTE
Term: Temporary (12 months)
Work Unit: Community Delivery
Position Reports To: Community Delivery Manager
Date Prepared/Author: 20 Dec 2024 (Joel Boyd)

Approved by:

14/01/2025

*Acting 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 embrace, reflect, respect and promote the diversity of our community and support 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.

Position Purpose

The purpose of the Natural Capital Projects Officer role is to support Wimmera CMA to meet sustainable agriculture-related project delivery obligations to both the Victorian and Australian Governments and build a flexible and adaptive organisation that capitalises on emerging opportunities around natural capital and drought resilience. The role includes delivery of some responsibilities associated with the Australian Government's Sustainable Agriculture Facilitator (SAF) program, as part of an existing job-share arrangement, to:

1. Engage and inform farmers, landholders, community groups, and agriculture industries within their NRM region about climate-smart, sustainable agriculture practices – including best practice natural resource management, biodiversity and carbon markets, and practices that support emissions reduction and build climate resilience on-farm – to help achieve climate-smart sustainable agriculture outcomes.
2. Facilitate partnerships and connections that will assist farmers, landholders, community groups and agriculture industries to work together to achieve sustainable agriculture outcomes.
3. Support the delivery of sustainable agriculture projects in their NRM region.

SAF services and activities will support the Australian Government's Climate-Smart Agriculture Program outcomes and investment priorities.

Position Objectives

The position has the following objectives which help the Authority fulfil its purpose in terms of:

1. Engaging and informing farmers, community groups and agricultural industries in the Wimmera about emerging ideas, Climate-Smart agriculture activities, land management practices and relevant new government policy to help improve the sustainability, productivity and profitability of agriculture.
2. Facilitating partnerships that will best deliver agriculture outcomes, such as connecting industry, grower and community groups so that they can work together to address common issues.
3. Assisting farmers, community groups and agricultural industries to develop new projects and seek new funding opportunities.
4. Supporting the delivery of the Australian Government's Climate-Smart Agriculture Program outcomes and other Australian Government and Victorian Government investment priorities related to on farm natural capital and drought resilience.
5. Reporting to the Australian Government as required on the delivery of SAF services.
6. Participating in 'Communities of Practice' to better understand complex issues, improve networks and help develop solutions for national priorities.
7. Attending SAF conferences and participating in regular teleconferences with Australian Government representatives.

Position Context

The position is a member of the Delivery Team and will work closely with the Statutory and Strategy Team.

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.

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.

Position Reports to

The position reports to the Community Delivery Manager.

Positions that report to the Landcare Facilitator

No internal positions report to the Natural Capital Projects Officer.

OFFICIAL

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 a health and safety representative (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 on the Health & Wellbeing Committee, responsibilities in addition to those listed above are also allocated and communicated when accepting the role.

Qualifications and proven ability

An appropriate tertiary qualification and/or relevant practical experience in community-based natural resource management and sustainable agriculture

Key Selection Criteria

Essential:

1. An understanding of Wimmera communities and our agricultural landscape.
2. An understanding of best practice land management in the Wimmera.
3. Proven ability to support community groups and landholders including ability to support the development of project proposals and funding bids led by groups.
4. Demonstrated sound communication and interpersonal skills.
5. Demonstrated ability to work independently and in a diverse team.
6. Ability to perform both field work and office-based tasks.

Desirable:

- An appreciation of the Wimmera CMA's activities, responsibilities and strategic directions.
- An appreciation of the Australian Government's Climate-Smart Agriculture Program and Sustainable Agriculture Facilitator Program and its importance in the Wimmera region.
- An appreciation of the Victorian Carbon Farming Outreach Program.

Other Relevant Information

- The position will be required to work from our offices located in Horsham, Victoria.
- Terms and conditions of employment will be in accordance with the current Wimmera CMA Enterprise Agreement (Wimmera CMA Enterprise Agreement 2020-24, or its successor).
- Possession of a current Victorian Driver's Licence is required, experience in the operation of a 4WD would be an advantage.
- The position is will involve work outside normal office hours.
- The position will involve field work.
- Annual Workplan reviews will be undertaken in October 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 lodgment 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 Joel Boyd
Community Delivery Manager
Wimmera CMA
Telephone: 0429 949 196

Submitting an Application

- Applications should include a covering letter, response to key selection criteria, and curriculum vitae/resume and be submitted via email to jobs@wcma.vic.gov.au.

Applications close **10.00am on Monday 10 February 2025.**