

# Wimmera CMA

## POSITION DESCRIPTION



### *Statewide Integrated Water Management Coordinator*

#### **Position Details**

|                       |                                                   |
|-----------------------|---------------------------------------------------|
| Position Title:       | Statewide Integrated Water Management Coordinator |
| Salary range:         | Band 4 depending on experience                    |
| Position Reports To:  | Statutory and Strategic Manager                   |
| Date Prepared/Author: | Tony Baker / July 2025                            |

Approved by:

Date 31st July, 2025

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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.

#### **Position Purpose**

Integrated Water Management (IWM) is a holistic and collaborative approach to the way we plan for and manage all elements of the water cycle. IWM considers how the delivery of water, wastewater and stormwater services can contribute to water security, public and environmental health and urban amenity. It fundamentally shifts the way water, land use planning and urban development opportunities are understood and undertaken in Victoria. The purpose of the Statewide IWM Coordinator position is to provide a peer-based leadership role that supports CMA-led IWM delivery across Victoria. The role is a full-time (0.8 - 1.0 FTE) position over 2 years and will require a person with a proven ability to coordinate and communicate to various audiences.

#### **Position Objectives**

The positions objectives are to support regional CMAs to deliver on their IWM obligations and to play a stronger, more consistent role in IWM planning and implementation across the state. The Statewide IWM Coordinator is a distinct but complimentary role that will maximise the impact of the CMA IWM Officer roles by driving cross-regional collaboration on shared priorities, promoting consistency, and shared learning. This role will also help enhance clarity of current and future CMA IWM roles and responsibilities

#### **Position Context**

The Position Title is a team member of the Statutory and Strategic Program.

#### *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 Statutory and Strategic Manager.

#### **Positions that report to the Position**

No internal positions report to this position.

#### **Internal Liaisons**

This position works regularly with the CEO, Statutory and Strategic Manager and the Wimmera IWM Officer.

#### **External Liaisons**

The position will liaise with relevant staff at DEECA, Vic Catchments and the CMA IWM Officer network.

#### **Responsibilities**

Provide leadership, coordination and strategic support to strengthen statewide CMA IWM practice and outcomes, through delivery activities such as:

- Lead the co-development of the CMA IWM Officer Network's shared purpose, structure, annual priorities, and operational rhythms, in collaboration with CMA Officers and in consultation with DEECA
- Coordinate the CMA IWM Officer Network, including convening meetings, facilitating knowledge exchange, and enabling collaboration on shared challenges and opportunities
- Promote consistency and alignment in how CMA IWM Officers deliver their function, while respecting regional context and delivery models
- Helping to clarify and articulate the role of CMAs in IWM planning and delivery — including the unique value they contribute, how this aligns with their broader statutory responsibilities, and how the CMA role relates to other sector partners — and supporting efforts to define and strengthen this role over time
- Enabling collective action by facilitating the identification, prioritisation, and delivery of joint initiatives across multiple CMAs, such as shared tools, case studies, or cross-regional projects
- Identify shared training and development needs across the CMA IWM Officer cohort and collaborate with DEECA to design and deliver targeted capability-building activities
- Support onboarding and informal mentoring of new CMA IWM Officers, particularly during role establishment or if transitions occur during the delivery period
- Act as a conduit between CMA IWM Officers and DEECA's IWM Program, elevating insights, feedback, and learnings from the Network

- Support each CMA IWM Officer to develop a plan or approach for sustaining IWM capability and embedding IWM within their organisation beyond the four-year initiative period
- Enable effective documentation and reporting of lessons learned and practice insights to support Initiative evaluation and inform future investment.
- 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.

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**

A relevant tertiary qualification and/or demonstrated experience in program coordination and leadership.

## **Key Selection Criteria**

### **Essential.**

1. Demonstrated experience in coordination of projects or programs involving numerous staff from a range of organisations and or areas.
2. Demonstrated experience in and understanding of property development, sensitive storm water management, integrated water management or similar fields.
3. Demonstrated communication and interpersonal skills including negotiation and conflict resolution skills.
4. Demonstrated ability to work effectively in a multi-disciplinary team and to work independently.
5. Demonstrated ability to multitask, problem solve and learn.

### **Desirable**

1. Knowledge and understanding of Victoria's Integrated Water Management Program.
2. Knowledge and understanding of the importance of positive organisational culture.
3. An appreciation of CMAs activities and responsibilities.
4. A good appreciation of environmental health and water quality issues in Victoria.

## **Other Relevant Information**

- The position will be office based and located in our offices at 24 Darlot Street Horsham, Victoria.

- All applicants must have the legal right to work in Australia.
- Terms and conditions of employment will be in accordance with the current Wimmera CMA Enterprise Agreement (Wimmera CMA Enterprise Agreement 2024-2028)
- 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.)
- The Authority is an EEO employer.

## **Further Information**

- For more information on the position or the organisation, please contact:  
 Tony Baker  
 Statutory and Strategic Manager  
 Wimmera CMA  
 Telephone: 03 5382 1544

## **Submitting an Application**

- Applications should include a covering letter as a letter of introduction, response to key selection criteria, curriculum vitae/resume and copy of qualifications and details of university courses undertaken.
- Applications are to be submitted via email to [jobs@wcma.vic.gov.au](mailto:jobs@wcma.vic.gov.au).
- Applications close 10.00am on Monday **18 August 2025**

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