

POSITION DESCRIPTION

Project Management Officer - Waterways

Position Details

Position Title:	<i>Project Management Officer –Waterways</i>
Salary range:	Band 3 to 4 depending on experience
Work Program:	Operational Delivery
Location	Horsham, Victoria
Position Reports To:	Operational Delivery Manager
Date Prepared/Author:	September 2025 (Tony Baker/Luke Austin)

Approved by:


Date 20th January 2026

*Acting Chief Executive
(Wimmera CMA)*

Wimmera CMA prides itself on integrating community values into the planning and coordination of land and water management. To achieve this, we provide a workplace and work practices that embrace, reflect, respect and promote 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 focused on part time and job share options; and varied work hours.

Position Purpose

The purpose of the Project Management Officer – Waterways is to work with colleagues and provide technical leadership in the development, promotion and implementation of Wimmera CMA waterway and water related projects with a primary focus on the management of water including, water for the environment, integrated water management and waterway health.

Position Objectives

The objectives of the Project Management Officer – Waterways are to:

- Manage the delivery of water related projects associated with our catchments our communities, water for the environment, integrated water management for environmental, economic, social and cultural values in the Wimmera.
- Assist with the coordination of the regions integrated water management program to deliver multiple outcomes.
- Provide input to the development of and ensure alignment with Wimmera CMA regional plans.
- Contribute to the development, design and implementation of projects to improve the condition of waterways in the Wimmera.
- Build and maintain relationships with a diverse range of stakeholders at local, regional and state level (agencies, community groups, First Nations People etc.) involved in waterways and water management.

- Plan and implement communications and engagement activities to boost awareness of waterway management.

Position Context

The position is a member of the Delivery Team and work will 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 team 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.

The team also administers statutory approvals and referrals related to water and manages a range of projects that improve knowledge and management natural assets.

Position Reports to

The position reports to the Manager Operational Delivery

Positions that report to the Project Management Officer – Waterways

No positions report to the Project Management Officer

It is anticipated that the position will provide leadership and guidance to the Catchment Management Graduates within the organisation.

This position manages and provides direction to external consultants and contractors.

External Liaisons

Department of Energy, Environment and Climate Action (DEECA), Parks Victoria Traditional Owners and First Nations People, Local Government authorities; GWM Water; external consultants and contractors.

Key Responsibilities

Under the guidance of the Operational Delivery and Statutory and Strategy Managers;

- Lead the development, provide technical advice and project management of water related projects associated with, integrated water management, waterway health and water for the environment.
- Assist in the development, implementation and review of key strategic documents and priorities.
- Support the development and delivery of the Authority's annual waterway works program, including planning, formulation, monitoring and review.
- Work with Traditional Owners and regional stakeholders to support cultural, environmental, social, economic and planning outcomes.
- Participate in related reference and technical groups tasked with the implementation water related projects;
- Establish strong links with the project stakeholders and catchment communities to ensure project implementation is successful and improve knowledge and understanding of waterway health issues and initiatives in the Wimmera.
- Represent the program in public presentations, forums and in meetings.
- Lead Wimmera CMA involvement in technical work with respect to water for the environment, waterway management and integrated water management.

- Undertake other activities and provide support to other areas of the Wimmera CMA as demand requires.

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 tertiary qualification in natural resource management, civil or environmental engineering or a related field with at least two years' experience in implementing practical onground water related projects.

Key Selection Criteria

Essential

1. A demonstrated understanding of natural resource management and waterway management.
2. Demonstrated communication and interpersonal skills including negotiation and conflict resolution skills.
3. Demonstrated organisational, project, contract and time management skills and the ability to manage a number of projects simultaneously.
4. Demonstrated ability to analyse information and solve problems.
5. Demonstrated ability to show initiative and achieve results working in both a multi-disciplinary team and independently.

Important attributes

- An appreciation of catchment management issues within the Wimmera CMA region and the Authority's activities, responsibilities and strategic directions.
- An understanding of natural resource management processes including, threats, risks, conservation and restoration techniques
- Experience in undertaking field assessments, analysis of information, development of design solutions, preparation of reports, and project management would be an advantage.
- A strong understanding and appreciation of the importance of positive organisational culture.

Other Relevant Information

- The position will be located at Horsham, Victoria.
- Possession of a current Victorian Driver's Licence is required with this position involving some field work
- The position may involve some work outside normal office hours.
- Employment terms and conditions will be in accordance with the organisation's current Enterprise Agreement (Wimmera CMA Enterprise Agreement 2024-28)
- 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:
Luke Austin – Operational Delivery Manager
Telephone: 0427 316 447

Submitting an Application

- Applications should include
 - a covering letter, response to the key selection criteria,
 - curriculum vitae/resume and
 - a copy of qualifications and details of university courses undertaken.
- Applications to be submitted via email to jobs@wcma.vic.gov.au ;
Applications close **10.00 am on Monday 9th February 2026**.