



POSITION DESCRIPTION

POSITION TITLE:	MAFFRA & DISTRICT LANDCARE NETWORK COORDINATOR
LOCATION:	MAFFRA
AWARD:	WGCMA EBA 2015
CLASSIFICATION:	GRADE 4
MANAGEMENT UNIT:	CATCHMENT PLANNING AND DELIVERY
APPROVED BY:	CHIEF EXECUTIVE OFFICER
DATE APPROVED:	MAY 2019

A. ORGANISATIONAL AND POSITION OBJECTIVES

1. Organisational Unit

Working within one of the State's most diverse and progressive regions, this position will bring about environmental change by providing the necessary coordination, strategic planning, leadership, community development and support to the Maffra and Districts Landcare Network (MDLN) and its community.

Consistent with a partnership approach to improving catchment health, the position is hosted by the West Gippsland Catchment Management Authority within the Catchment Planning & Delivery Unit. This unit provides strategic direction, project and business management across a range of programs with an aim to achieve integrated catchment management outcomes. The unit focuses on planning and delivery for land, water and biodiversity programs across the West Gippsland Region. All programs are guided by Victorian Government policy, the Regional Catchment Strategy and its associated sub-strategies and actions plans. Programs are delivered in partnership with Landcare, Waterwatch, external stakeholders, service providers or contractors as appropriate.

B. ORGANISATIONAL RELATIONSHIPS:

Reports To: This position will report directly to the Maffra and District Landcare Network (MDLN) Employment Steering Committee (ESC) and is responsible to the West Gippsland Catchment Management Authority (WGCMA), through the Partnership and Engagement Team Leader. Part of this position is funded by the Victorian Landcare Facilitator Program (VLFP) and Annual Reporting to satisfy funding is required.

Supervises/Manages: Staff and contractors as delegated by the MDLN ESC

Internal Liaisons: MDLN Landcare members
MDLN Board
MDLN Finance Committee
MDLN Employment Steering Committee (ESC)
MDLN Employees
WGCMA Staff

External Liaisons: Regional Authorities

Other Landcare Organisations
Other Landcare Professionals
Other Natural Resource Management (NRM) Organisations
Government Departments
Non-Government Organisations (NGOs)
Professional Organisations
Private Corporations
Community Groups
Members of the Public
Contractors & Consultants
Relevant Media Organisations

C. OUR VISION AND VALUES

We commit to working respectfully and supportively with and for our staff, our communities and the environment. Our ethics are based on integrity, fairness and credibility. This forms the basis for how we at West Gippsland CMA Approach our work.

D. KEY OUTPUT (ACCOUNTABILITY) AREAS

1. **Provide leadership, coordination, and support to the Maffra and District Landcare Network.**
 - Provide strategic advice to the Landcare Network Board to assist in decision making, project implementation, reporting and monitoring.
 - Coordinate and action strategic outcomes developed by the Landcare Network
 - Identify future projects and funding opportunities for the Landcare Network and groups
 - Oversee MDLN operations including relevant project work.
 - Provide executive support to MDLN Board.
 - Provide financial management coordination for MDLN.
 - Facilitate the identification of future projects and opportunities for MDLN and its member groups.
2. **Provide project management and delivery**

- Development of projects to meet MDLN strategic objectives and submission of funding applications to support project implementation
 - Project manage specific projects that assist MDLN in protecting and enhancing catchment health, including projects funded through state and federal programs as requested.
 - Coordinate the development of MDLN's Landcare project program annually
 - Report as required to internal and external stakeholders
 - Manage, assess and provide regular feedback on project delivery
- 3. Provide leadership of and coordinate MDLN Staff**
- Provide executive support to and action outcomes agreed to by the MDLN ESC.
 - Provide assistance and advice to the ESC.
 - Provide mentoring, leadership and management to MDLN staff.
- 4. Coordinate reporting on MDLN projects and programs**
- Coordinate development and submission of all project reporting requirements within prescribed timeframes.
 - Ensure all budgets are appropriately administered by MDLN staff.
 - Oversee all MDLN projects and programs through the relevant staff member.
 - Coordinate and deliver MDLN commitments to the Regional Landcare Forum (RLF).
- 5. Facilitate partnerships and Communication**
- Assist MDLN to build and maintain effective partnerships with Government, Industry and other regional stakeholders.
 - Provide linkages between MDLN, other Landcare Networks and Landcare support staff.
 - Implement effective public communication and promotion activities to increase community awareness of issues and advocate Landcare membership opportunities

E. SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of NRM principles and practices.
- Demonstrated experience and success working with volunteer-based committees and organisations.

- Demonstrated understanding of community engagement and participation processes.
- Ability to provide advice on strategic issues.
- High level of computer literacy, preferably within the Microsoft office suite of programs.
- Experience in preparation and coordination of publications.
- Understanding of rural communities and their issues.
- Sound knowledge of Regional and State policies relating to Landcare and Catchment Management
- Proven experience in developing and securing corporate/philanthropic partnerships.

E1 MANAGEMENT SKILLS

- Well-developed time management, planning and priority setting skills.
- Proven leadership skills.
- Ability to motivate staff to achieve high levels of performance.
- Demonstrated ability to manage a multi-disciplined work team.
- Capacity to work autonomously as well as part of a team.
- Proven project management, reporting and evaluation skills.
- High level of competence in problem solving.
- Demonstrated financial management, budgeting and reporting skills.

E2 INTER-PERSONAL SKILLS

- High level written and verbal communication skills.
- Ability to communicate with a range of internal/external stakeholders and nurture effective partnerships.
- High level consultation, presentation, negotiation and conflict resolution skills.
- An ability to add value to work within a trans-disciplinary team environment and develop and nurture effective partnerships.
- Ability to deal with a range of individuals and organisations.

E3 QUALIFICATIONS AND EXPERIENCE

- An appropriate tertiary qualification and/or 2-3 years' experience in working in the natural resources and/or community capacity building fields.
- Demonstrated experience in managing projects and finances.

F. JUDGEMENT AND DECISION MAKING (Task Difficulty and Thinking Demands)

- Exercise sound judgement and decision-making skills within the environmental, social, financial and political framework.
- Ability to make independent decisions as delegated by the Network Board.
- Responsible for determining day to day priorities and achieve end results.
- Objectives are clearly defined with a requirement for adaptation to policies, procedures and priorities.

G. ACCOUNTABILITY AND EXTENT OF AUTHORITY

On behalf of the MDLN Board this position is accountable and responsible for:

- Signing general documentation.
- Signing finance related documents and commit expenditure on behalf of MDLN.
- Effectively managing staff.
- Representing MDLN in negotiations and communications.
- Apprising the MDLN Board of decisions that could significantly impact MDLN.
- Overseeing the activities and delivery of projects by support staff and contractors, at the direction of the Employment Steering Committee (ESC).
- Carrying out duties in a responsible and professional manner with a strong consideration for sensible work place relations and Occupational Health & Safety.
- Appropriate time management in order to achieve maximum outputs.

H. HEALTH AND SAFETY

The Maffra and Districts Landcare Network Coordinator must adhere to all WH&S obligations as per the WGCMA WH&S Manual, Policy and Procedures.

WGCMA is committed to protecting the health, safety and wellbeing of its employees. To achieve this WGCMA strives to ensure that employees are not required or permitted to undertake work for which they are not suited, and to take appropriate measures to allow work to be done in a manner which will not put any person at risk related to their health and safety. The following information is provided to identify health and safety issues specific to this role.

- Travel/drive at night and/or for extended periods
- Attend, participate in and present information at community meetings at various locations
- Activities associated with office work, including sedentary desk work
- Meet deadlines
- Resolving disputes through negotiation or mediation with individuals or groups
- Ability to deal with third parties in conflict or adverse conditions
- Frequent dealings with members of the public required
- Ability to work in the field

I. OTHER

1. General

- (a) This position is part time. The successful applicant will be engaged pursuant to the current WGCMA Enterprise Bargaining Agreement.
- (b) Superannuation contributions will be made by WGCMA on the employee's behalf in accordance with the Superannuation Guarantee Legislation.
- (c) A six-month probationary period applies to this position.

2. Location

The role is located in the WGCMA offices in Maffra.

3. Code of Ethics

The WGCMA would require the participant to adhere to the following principles: "He or she shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from his or her employment with the Authority".

4. Private Practice

The successful applicant will not be permitted to engage in any trade, profession or business without the approval of the WGCMA Chief Executive Officer.

5. Smoking Restriction Program

The WGCMA provides a smoke free work environment and a non-smoking policy

applies throughout all areas of WGCMA's operations including all vehicles.

6. Driver's Licence

A current Victorian Driver's licence is essential to this position and must be produced, prior to commencement, for verification. Loss of licence may result in termination of this position, should it occur in the period of employment.

7. Equal Opportunity

WGCMA is an equal opportunity employer.

8. Privacy

The WGCMA collects personal information in accordance with the Privacy and Data Protection Act 2012. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

9. Financial Delegation

This position has a financial delegation as designated by the Board.

10. Performance Review

The position incumbent will undergo an annual performance assessment to enable performance outcomes are being met.

11. Employment Principles

The employment principles reinforce the public sector values. The principles are essential to a highly effective and harmonious workplace and are to ensure:

- Employment decisions are based on merit.
- Employees are treated fairly and reasonably.
- Equal employment opportunity is provided.
- Human rights as set out in the Charter of Human Rights and Responsibilities Act 2006 are upheld.
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment.

All employees have the following responsibilities to:

- Understand and maintain the Victorian Public Sector Code of Conduct.
- Understand and maintain the associated CMA Policies.

If at any time employees are in doubt about the consequences of their actions they should seek guidance from their Unit Manager or Team Leader as appropriate.

H. KEY SELECTION CRITERIA

- Demonstrated experience and success in working with volunteer-based committees and organisations.
- An understanding and experience of Landcare and NRM principles and practices.
- High level written and verbal communication skills and the ability to communicate with a wide range of internal and external stakeholders and nurture effective partnerships.
- High level of competence in project and financial management, budgeting, reporting and evaluation skills.
- Demonstrated ability to manage staff and contractors, support a volunteer Board and work with in a team environment.
- High level consultation, negotiation, presentation, conflict resolution, problem solving skills and time management skills.
- Demonstrated ability to develop and submit funding proposals.