



# *Position Description*

<b>POSITION TITLE:</b>	<b>YARRAM YARRAM LANDCARE NETWORK FACILITATOR</b>
<b>TENURE:</b>	<b>PART TIME (0.5 FTE)</b>
<b>LOCATION:</b>	<b>YARRAM</b>
<b>EA:</b>	<b>WGCMA EA 2020</b>
<b>CLASSIFICATION:</b>	<b>GRADE 4</b>
<b>MANAGEMENT UNIT:</b>	<b>CATCHMENT PLANNING AND DELIVERY</b>
<b>DATE APPROVED:</b>	<b>JUNE 2021</b>
<b>APPROVED BY:</b>	<b>DAN GARLICK</b> <b>CPDU Manager</b>

## 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 Yarram Yarram Landcare Network (YYLN) 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 external stakeholders, service providers or contractors as appropriate.

### 2 Position

The Network Facilitator will coordinate and implement activities that deliver on strategic objectives developed by the Landcare Network board. They will provide leadership, management and mentoring to YYLN staff. They will support local Landcare Groups with their activities. They will facilitate information sharing, cooperation, collaboration and networking amongst Landcare groups. They will assist groups with priority setting, increase awareness of Landcare in the general community and enhance the communication strategies across the network area. They will develop and maintain partnerships with other organisations to ensure the objectives of the Network Board are fulfilled. This position is funded by the Department of Environment, Land, Water and Planning's (DELWP) 2021-24 Victorian Landcare Facilitator Program.

## B ORGANISATIONAL RELATIONSHIPS:

<b>Reports To:</b>	This position will report to the Yarram Yarram Landcare Network Board through the YYLN Employment Steering Committee (ESC) and is responsible to the West Gippsland Catchment Management Authority (WGCMA), through the Partnerships and Engagement Team Leader.
<b>Supervises/Manages:</b>	Staff and contractors as delegated by the ESC. YYLN staff
<b>Internal Liaisons:</b>	YYLN Landcare Group members YYLN Board and its committees WGCMA Staff
<b>External Liaisons:</b>	Regional Authorities including Local Governments Other Landcare Organisations Other Landcare Professionals Other Natural Resource Management (NRM) Agencies State and Federal 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 will work 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 Yarram Yarram Landcare Network.**
  - Provide strategic advice and industry connections to the Landcare Network Board to assist in decision making, project implementation, reporting and monitoring.
  - Coordinate and implement strategic outcomes developed by the Landcare Network.
  - Identify future projects and funding opportunities for the Landcare Network and groups.
  - Oversee YYLN operations including relevant project work.
  - Provide financial management coordination for YYLN.
- 2. Provide high level project management and delivery for Network projects**
  - Development of projects to meet YYLN strategic objectives and submission of funding applications.
  - Manage specific projects that assist YYLN in protecting and enhancing catchment health, including projects funded through state and federal programs.
  - Report as required to internal and external stakeholders.
  - Manage Network assets.
- 3. Coordinate reporting on YYLN projects and programs**
  - Complete and submit all project reporting requirements within prescribed timeframes.
  - Ensure all budgets are appropriately administered by YYLN staff.
  - Oversee all YYLN projects and programs through the relevant staff member
  - Ensure project Monitoring, Evaluation and Reporting (MER) requirements are delivered.
  - Assist groups establish systems or processes for the monitoring of projects.
- 4. Provide leadership of and coordinate YYLN Staff**
  - Provide leadership, management and mentoring to YYLN staff.
  - Provide assistance and advice to the ESC.
- 5. Facilitate partnerships and Communication**
  - Assist YYLN to build and maintain effective partnerships with Government, Industry and other regional stakeholders.
  - Provide linkages between YYLN, 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.
- Coordinate and deliver YYLN commitments, including reporting to the Regional Landcare Forum (RLF).

## **6. Landcare Group Support**

- Work with local Landcare Groups to facilitate information sharing, cooperation, collaboration and networking amongst Landcare Groups.
- Assist with the development and delivery of capacity building activities such as courses, workshops, seminars, and field days.
- Facilitate the revival or re-establishment of Landcare groups that are currently dormant, and pursue new or different ways of engaging more landholders and the wider community in Landcare.
- Support the development of on-ground natural resource management projects.
- Assist groups/networks with the development or review of action or strategic plans.
- Promote and provide opportunities for broader community participation in Landcare activities; and develop and support local partnerships with other community groups, organisations and schools to increase awareness of, and involvement and participation in Landcare.
- Support groups and develop capacity, as required, to apply for and secure funding for projects.
- Contribute to production and implementation of YYLN communication strategies.
- Assist groups to seek out materials, resources and contacts for their projects and events.

## **7. Project Delivery**

- Prepare purchase orders/quotes and monitor expenditure within delegation.
- Ensure that safe work practices are used and contractors adhere to OH&S policy and procedures.
- Organisation and estimates of material requirements as needed.
- Facilitate Landcare Group Activities (e.g. field days, communications).
- Negotiate with and supervise service providers (contractors/consultants) selected by YYLN to undertake project works i.e., pest plant & animal management, revegetation.

## **E SPECIALIST KNOWLEDGE AND SKILLS**

- A working understanding of NRM principles and practices.
- Demonstrated experience and success working with volunteer-based committees, organisations and schools.
- Demonstrated understanding and implementation 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 and mapping systems.
- Experience in preparation and coordination of publications.
- Understanding 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 for small teams/groups.
- 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, evaluation and reporting skills.
- High level of competence in problem solving.
- Demonstrated financial management, budgeting and reporting skills.
- Ability to represent YYLN on relevant committees in a professional manner in line with the goals and objectives of YYLN.

## **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 wide range of individuals and organisations.

## **E3 QUALIFICATIONS AND EXPERIENCE**

- An appropriate tertiary qualification and/or at least 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 YYLN Board this position is accountable and responsible for:

- Signing general documentation.
- Signing finance related documents and commit expenditure on behalf of YYLN.
- Effectively managing staff.
- Representing YYLN in negotiations and communications.

- Apprising the YYLN Board of decisions that could significantly impact YYLN.
- 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 Yarram Yarram Landcare Network Facilitator 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

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

### 2. Location

The role will be based at the WGCMA depot in Yarram (2 Livingston Road, Yarram, VIC 3971).

### 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 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 Manager or Team Leader as appropriate.

## **J** KEY SELECTION CRITERIA

- Demonstrated knowledge and experience of the issues related to Landcare and sustainable land management in the Yarram Yarram Landcare Network area.
- Demonstrated experience and success in working with volunteer-based committees and organisations.
- 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 within 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.