



Position Description

POSITION TITLE:	STRATEGIC LEAD – LATROBE
TENURE:	Up to 0.6 FTE (up to 3 days per week equivalent) FIXED TERM UNTIL 30 JUNE 2024
LOCATION:	TRARALGON (preferable) or LEONGATHA HYBRID WORKING OPTIONS AVAILABLE
EBA:	WGCMA EBA 2020
CLASSIFICATION:	GRADE 5
MANAGEMENT UNIT:	CATCHMENT PLANNING & DELIVERY
DATE APPROVED:	October 2022
APPROVED BY:	DAN GARLICK

A ORGANISATIONAL AND POSITION OBJECTIVES

1 (a) Organisation

As a leader in Natural Resource Management, we will inspire and facilitate partnerships and action to achieve improved catchment health.

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.

We exist to implement integrated catchment management to improve priority landscapes.

1 (b) Organisational - Catchment Planning and Delivery Unit

Within the organisational context, the Catchment Planning and Delivery 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, community, Traditional Owners, service providers or contractors as appropriate.

2 Position

The *Strategic Lead – Latrobe* position is (up to) 0.6 FTE (up to 3 days per week), fixed term until 30 June 2024 (with the possibility of extension in tenure and/or increase in time fraction subject to need and funding).

The Latrobe Valley and River system is undergoing significant transformation. There are major risks and opportunities to the river system, associated with (but not limited to) the closure or pending closure of the three coal mines. Complex negotiations and decisions related to the rehabilitation of these mines are underway, with major risks and opportunities to the Latrobe Valley and River system being considered.

In response to these risks and opportunities, West Gippsland CMA recently developed a document titled *Transformation of the Latrobe: Pathways for the Latrobe River System*. The document provides a high-level business case to inform decisions aimed at improving the health and condition of the Latrobe River system.

The *Strategic Lead - Latrobe* will lead the development and coordinate the implementation of strategies to secure improvement in the health of the Latrobe River system, including its floodplains, wetlands and estuary. Their focus will be to coordinate effort within West Gippsland CMA, support partners, and proactively engage with stakeholders and the community, to ensure risks to the Latrobe River system are understood and communicated, and opportunities are realised. This will occur through projects and processes such as the: abovementioned high-level business case; Hazelwood Environmental Effects Statement; Latrobe Valley Regional Rehabilitation Strategy, and Central and Gippsland Sustainable Water Strategy.

The position will lead the identification and coordinate the implementation of priorities over the next 18 months in relation to the risks and opportunities associated with the Latrobe River

system, particularly mine closures and rehabilitation planning. The position will be directed by a steering group and will establish supporting governance arrangements with partners.

B ORGANISATIONAL RELATIONSHIPS:

Reports To:	Manager – Environmental Water and Waterways* (day to day administrative matters) * A West Gippsland CMA (WGCMA) Steering Group (chaired by the CEO) will provide overall direction, priorities and reporting
Supervises/Manages:	TBC and as required
Internal Liaisons:	WGCMA staff, including the CEO and Executive, WGCMA Board
External Liaisons:	Other position specific governance group(s) Other State Government agencies including the Mine Land Rehabilitation Authority, Latrobe Valley Authority and Victorian Environmental Water Holder Gunaikurnai Land and Waters Aboriginal Corporation Water corporations Local government Community groups Industry, including power generators and agriculture

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

Lead and coordinate risk management and negotiation for the Latrobe River system

- Access subject matter experts to inform the development and implementation of strategies to improve the health of the Latrobe River system.
- Understand, synthesise and prioritise risks and opportunities related to the Latrobe River system.

- Actively engage and participate in formal and in-formal processes to manage, synthesise and communicate the risks to the Latrobe River system.
- Leverage opportunities to improve the health of the Latrobe River system, including negotiating beneficial short- and long-term outcomes.

Strategically engage with partners and stakeholders

- Establish, maintain and manage internal and external partnerships with key partners and stakeholders (e.g. community, mine operators, GLaWAC; DELWP; EGCMA; MLRA, Water Authorities, VEWH).
- Proactively coordinate effort with both internal and external partners and stakeholders, with a focus on risk management and advocacy opportunities.

Manage projects and processes

- Establish governance arrangements for this role.
- Refine and regularly review the scope and focus of this role.
- Develop and implement a communications and engagement plan relevant to the key environmental outcomes for the Latrobe.
- Manage projects in line with WGCMA policy and procedures including but limited to purchasing, procurement and Work Health and Safety policy, procedures/work instructions and manual.
- Oversee, monitor and report on project outputs, quality and budget using WGCMA spatial, project and financial management systems.
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning.
- Provide regular communication to the Position Steering Group (and other governance group(s), and Manager – Environmental Water and Waterways on progress and/or variations against contracts and projects as required.
- Other reasonable duties as directed by the Manager – Environmental Water and Waterways.

E SPECIALIST KNOWLEDGE AND SKILLS

Essential:

- Highly developed and experienced coordination, facilitation and negotiation skills.
- Highly developed and demonstrated interpersonal skills suited to developing and maintaining partnerships with diverse stakeholders with a range of views and levels of understanding.
- Well-developed IT skills, particularly in the Microsoft office suite of programs, internet and email.

Desirable:

- Strong understanding of natural resource management (NRM) with an emphasis on waterway management, ideally related to the Latrobe River system.
- Strong understanding of relevant legislation, policy, plans, processes and methods related to waterway management and coal mine rehabilitation.

- Understanding of the complex issues related to coal mine rehabilitation and the risks/opportunities to waterways, specifically the Latrobe River system.

E1 MANAGEMENT SKILLS

- Demonstrated experience and success to develop and implement strategic and innovative opportunities for complex problems.
- Excellent planning, time management and priority setting skills.
- Excellent ability to set own work objectives and manage projects with minimal supervision.
- High level of competence in producing written plans and reports that are informative, clear and accurate.
- Highly developed and demonstrated leadership skills.
- Highly developed and demonstrated initiative and strategic thinking.
- Highly developed and demonstrated capacity to work autonomously, as well as part of a team.

E2 INTERPERSONAL SKILLS

- High level inter-personal skills including negotiation, presentation, consultation and facilitation, suitable for a broad range of stakeholders.
- Excellent verbal and written communication skills to effectively communicate with a wide range of stakeholders.
- Ability to solve problems and negotiate innovative solutions to difficult tasks.
- Ability to develop effective partnerships with a wide range of stakeholders to achieve outcomes to complex and challenging issues.

E3 QUALIFICATIONS AND EXPERIENCE

- An appropriate tertiary qualification in a field of natural resources management or significant and relevant practical experience in a related discipline.
- Highly developed and experienced coordination, facilitation and negotiation skills.
- Extensive project management experience, including working with partners.
- Extensive experience in complex waterway management issues, in particular in the areas of waterway policy, water allocations and entitlements and water resource/quality management.

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

- Highly developed ability to manage time and prioritise competing demands.
- High level judgement and decision-making capability.
- High level of autonomy in decision-making, requiring a high level of judgement and independent thought.
- Ability to make complex decisions related to policy and procedure development in new and untried areas.
- A high degree of decision-making autonomy is expected as delegated within the policy and procedures of the Authority.

G ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for determining day to day priorities to achieve required outputs.
- Responsible for delivering on stated position accountabilities and project plan, guided by the Position Steering Group.
- Carry out duties in a responsible and professional manner with a strong consideration for effective workplace relations.
- Ability to represent the Authority on committees in a professional manner, in order to pursue the goals and objectives of the Authority.
- Represent West Gippsland CMA in meetings and discussions with external liaisons, as appropriate, in accordance with the Authority's adopted policies.

H HEALTH AND SAFETY

The position must adhere to all WH&S obligations as per the WGCMA WH&S Manual, Policy and Procedures.

West Gippsland CMA is committed to protecting the health, safety and wellbeing of its employees. To achieve this West Gippsland CMA 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, fixed term until 30 June 2024. 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 will be located in the WGCMA offices in either Traralgon (preferable) or Leongatha. Travel throughout the region and around the state is likely to be required.

3. Code of Ethics

West Gippsland CMA 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.

8. Equal Opportunity

WGCMA is an equal opportunity employer.

9. 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.

10. Financial Delegation

This financial delegation for this position is guided by the Board approved Register of Delegations.

11. Performance Review

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

12. 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.

J KEY SELECTION CRITERIA

Essential:

- Significant demonstrated experience in dealing with highly complex challenges, including the ability to manage risks and capitalise on opportunities, think strategically and laterally, and advocate and negotiate meaningful outcomes.
- Highly developed interpersonal skills, and a proven ability to develop and maintain effective partnerships with government and non-government agencies, industry and community groups and individuals, preferably including Traditional Owner groups.
- Highly motivated person with well-developed organisational, prioritisation, time management and leadership skills.

- Significant proven experience in effectively managing projects including budget development and management; contract and relationship management; and monitoring, evaluation and reporting.
- Proven ability to work in a team environment, internally and externally.

Desirable:

- Understanding of waterway (river, estuary and wetland) management and associated natural resource management issues, and relevant Victorian legislation, policies, plans, processes and methods, and how these relate to the Latrobe Valley and Latrobe River system.

We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, the Bunurong, the Boonwurrung and the Wurundjeri Peoples and pay respects to Elders, past, present and emerging.