



POSITION DESCRIPTION

Why is this Position Description being written?			
<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position Re-designed <input type="checkbox"/> Position not previously described			
Position Title	Partnership Project Coordinator		
Current Incumbent	Vacant		
Position Reports To	Strategic Partnerships Manager		
Division	Partnership and Investment Program		
Location	Hamilton	Band	K
Status	Full time, fixed term position to 30 June 2018	FTE	1.0

Position Purpose

As a member of the Glenelg Hopkins CMA Partnership and Investment Team the Partnership Project Coordinator will coordinate the delivery of a number of Indigenous partnership and biodiversity projects within the Glenelg Hopkins region. The position will work collaboratively with Traditional Owner groups and Indigenous communities to build capacity to participate in natural resource management (NRM) activities across the region; and will play a key role in the delivery of threatened species and communities projects.

Key Responsibility Area

Key Position Accountabilities	Key Activities
Project Management	<p>Coordinate the delivery of specified Indigenous partnership and biodiversity projects.</p> <p>Develop and implement project plans, stakeholder and community engagement plans and project Monitoring, Evaluation, Reporting and Improvement (MERI) plans.</p> <p>Develop and manage contracts as required.</p> <p>Report to Project Steering Committee on project progress.</p>
Capacity Building	<p>Enhance the capacity of Traditional Owner groups and Indigenous communities to participate in natural resource management within the Glenelg Hopkins region.</p> <p>Support the appropriate use and reinvigoration of Indigenous ecological knowledge in NRM.</p>
Stakeholder and Community Engagement	<p>Facilitate, liaise and negotiate with a diverse range of landholders, including local government, Traditional Owner groups, community groups, government agencies and contractors in relation to project delivery.</p> <p>Represent the CMA in a variety of forums and meetings with the community, regional agencies and investors within the area of responsibility.</p> <p>Provide reports to investors, management, CMA Advisory Groups and</p>



POSITION DESCRIPTION

	Project Steering Committees as required.
<p>Occupational Health and Safety</p>	<p>The employees of the Glenelg Hopkins CMA including Contractors are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers. • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff. • Co-operate in achieving a safe and healthy workplace. • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers. • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance. • Set a personal example • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.
<p>Risk Management</p>	<p>The position will be required to:</p> <ul style="list-style-type: none"> • Comply with the Glenelg Hopkins CMA Risk Management Policy and its related systems and procedures • Contribute to the continued improvement of the CMAs management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures.



POSITION DESCRIPTION

Role Relationship

Internal	External
<ol style="list-style-type: none"> 1. Strategic Partnerships Manager 2. Partnership and Investment Program Manager 3. Partnership and Investment program staff 4. All CMA staff 	<ol style="list-style-type: none"> 1. Relevant Federal and State Government Departments 2. Agencies and Statutory Authorities 3. Traditional Owner Groups and Indigenous Communities across the region. 4. NGOs 5. Catchment Management Authorities 6. Community Groups 7. Members of the Public

Limit of Financial Authority

This level of position has financial delegation up to the value of \$10,000 within Project budget.

Selection Criteria *(skills, knowledge and experience)*

Qualifications	A degree or equivalent tertiary qualification in a field of science or land management plus five years relevant experience.
Strategic Planning	<p>Ability to appropriately prioritise problems, gather and analyse information and identify and engage resources to achieve desired outcomes.</p> <p>Extensive knowledge and understanding of biodiversity management particularly in the areas of native vegetation, wetlands and pest plants and animals.</p>
Cultural Awareness	Demonstrated knowledge and awareness of Indigenous culture.
Planning and Organising	<p>Demonstrated experience in managing complex projects simultaneously to achieve desired outcomes within specified timeframes and budget.</p> <p>Identifies clear objectives and the activities, processes and resources required to achieve them.</p> <p>Recognises actual and potential barriers and identifies effective ways to manage them.</p>
Written Communication	<p>Demonstrated experience in completing written work to fixed deadlines.</p> <p>Ability to prepare reports which are informative, clear, concise and accurate; and in a style that is appropriate for the intended audience.</p>
Verbal Presentation and Communication Skills	<p>Clearly and confidently communicates with internal and external stakeholders.</p> <p>Deals well with difficult topics when presenting, and communicates in a confident and logical manner.</p> <p>Demonstrated experience in community engagement at a regional level.</p>
Interpersonal and Negotiation Skills	Display tact and diplomacy when dealing with members of the public on sensitive issues.



POSITION DESCRIPTION

	Ability to cooperatively solve problems and negotiate innovative solutions to difficult tasks.
Computer Skills	<p>Sound skills and knowledge of software relevant to project management.</p> <p>Demonstrated experience and understanding in the use and application of geographic information systems for biodiversity planning.</p>
Pre-requisite	Current Victorian Drivers Licence
Flexibility	The position is based in Hamilton, however out-of-hours attendance at meetings/functions may be periodically required. The role may also include travelling alone after hours.

Position Certification

Employee Signature

Date

Manager Signature

Date