

## POSITION DESCRIPTION

<b>Why is this Position Description being written?</b> <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position Re-designed <input type="checkbox"/> Position not previously described			
<b>Position Title</b>	NRM Partnership Project Administrator		
<b>Current Incumbent</b>	<b>Vacant</b>		
<b>Position Reports To</b>	Strategic Partnerships Manager		
<b>Division</b>	Partnership and Investment Program		
<b>Location</b>	Hamilton	<b>Band</b>	H
<b>Status</b>	Part time, fixed term position to 30 June 2013	<b>FTE</b>	0.6

### Position Purpose

The NRM Partnership Project Administrator provides high level administrative support to the Strategic Partnerships Portfolio with a focus on delivery of Landcare and Land Health projects. The role involves working with community groups for the implementation of NRM targets for the Victorian Landcare Program Strategic Plan, Regional Landcare Support Strategy, Regional Catchment Strategy and its underpinning documents. The NRM Partnership Project Administrator is also responsible for providing project administration for grants within the Partnership and Investment Portfolio. This includes Landcare grants, administration grants and soil health grants. This position also provides support and related services to the Program Managers including events, workshops and seminars, and assisting with project monitoring and reporting.

### Corporate Principles & Values

Key Position Accountabilities	Key Activities
<b>Assist in the implementation of Victorian Landcare Program Strategic Plan, Regional Landcare Support Strategy and Regional Catchment Strategy</b>	Support the coordination and implementation of Landcare grants and other funding initiatives for community NRM.  Support the development and maintenance of data management systems necessary for the regional Landcare program.
<b>Reporting</b>	Assist with the preparation of an annual performance or report card for Landcare. As well as reports relevant to the Strategic Partnerships Portfolio as required to satisfy internal and external obligations.  Support the delivery of regional communications to inform and strengthen capacity building within the community.  In consultation with the Regional Landcare Facilitator, communicate emerging issues and practices to community NRM group and network coordinators, colleagues and the Landcare community
<b>Project Administration</b>	Assist, facilitate and support community NRM groups with monitoring, and milestone reporting.  Distribute and undertake Group Health Survey data and collate results.  Provide assistance with the management of projects for the Strategic Partnerships Portfolio, including scope, outputs/outcomes, budgets, risk assessment and reporting.  Maintain relevant databases and systems for the tracking and coordination of community events



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<b>Funding and Budget</b>	Assist with the management of project budget(s) consistent with CMA financial management policy and procedures.
<b>Communication and presentation skills (written and verbal)</b>	<p>Provide support in the provision of two-way communication for community NRM groups and Glenelg Hopkins CMA on policies, decision-making and input into the community NRM group programs.</p> <p>Provide support in the facilitation of training and professional development opportunities for community NRM group members.</p>
<b>Landcare community liaison</b>	Provide a point of contact for Landcare service providers, support agencies and the community.
<b>Event Administration</b>	Provide support to GHGMA staff for event coordination of community based awareness programs, functions, events. This includes arranging appropriate venue, catering, equipment, presenters, invitations, advertising, and accommodation within allocated budgets.
<b>OH&amp;S</b>	<p>The employees of the Glenelg Hopkins CMA including Contractors are required to:</p> <ul style="list-style-type: none"> <li>• Take the care to protect their own health and safety and that of their fellow workers.</li> <li>• Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff.</li> <li>• Co-operate in achieving a safe and healthy workplace.</li> <li>• Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers.</li> <li>• Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance.</li> <li>• Set a personal example</li> <li>• Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.</li> </ul>

## Role Relationship

Internal	External
<ol style="list-style-type: none"> <li>1. Strategic Partnerships Manager</li> <li>2. Partnership &amp; Investment Manager</li> <li>3. Regional Landcare Coordinator</li> </ol>	<ol style="list-style-type: none"> <li>1. Landholders</li> <li>2. Community Groups</li> <li>3. Department Primary Industries</li> </ol>



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<ul style="list-style-type: none"> <li>4. Land Health Coordinator</li> <li>5. Regional Landcare Facilitator</li> <li>6. Partnership &amp; Investment staff</li> <li>7. All CMA staff</li> </ul>	<ul style="list-style-type: none"> <li>4. Department Sustainability and Environment</li> <li>5. Other Government departments and agencies</li> <li>6. Statutory authorities</li> <li>7. Other CMA's</li> <li>8. Members of the public</li> <li>9. Industry groups</li> </ul>
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## Limits of Authority

This level of position has financial delegation up to the value of \$2,000 within Project budget, as approved by the Executive Manager.

## Selection Criteria *(skills, knowledge and experience)*

<b>Qualifications</b>	Minimum of Certificate IV in Business Administration or equivalent experience. Significant experience in the provision of high level administrative support is required.
<b>Knowledge, Skills and Experience</b>	<p>Knowledge and understanding of issues related to Natural Resource Management and working with communities.</p> <p>Ability to add value within a multi-disciplinary team and to develop and support teamwork within the workplace.</p> <p>Experience in organising events, workshops and community engagement forums.</p> <p>Proven ability to show initiative in the identification of continuous improvement opportunities for new and/or existing processes.</p>
<b>Project Administration</b>	Demonstrated ability to provide high level administrative support for the delivery of a range of natural resource management projects, including data administration and the use of project planning and monitoring tools (eg spreadsheets, gant charts).
<b>Communication and presentation skills (written and verbal)</b>	<p>Excellent communication skills and demonstrated ability to work well with people from a variety of backgrounds, including landholders.</p> <p>Sound report writing skills</p>
<b>Interpersonal skills</b>	Ability to negotiate effectively with a range of stakeholders using diplomacy and discretion.
<b>Computer Skills</b>	<p>Sound skills and knowledge of Microsoft Office suite. Experience in GIS applications is desirable.</p> <p>Experience in uploading website data is desirable.</p>
<b>Pre-requisite</b>	Current Victorian Drivers Licence
<b>Flexibility</b>	The position is based in Hamilton; however out-of-hours attendance at meetings/functions may be periodically required.

## Position Certification



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Employee Signature

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Manager Signature

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Date

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Date