



## POSITION DESCRIPTION

<b>Why is this Position Description being written?</b>			
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position Re-designed <input type="checkbox"/> Position not previously described			
<b>Position Title</b>	Senior Field Services Officer		
<b>Current Incumbent</b>	TBC		
<b>Position Reports To</b>	Field Services Manager		
<b>Division</b>	Waterway and Catchment Health		
<b>Location</b>	Hamilton	<b>Band</b>	J-K

### Position Purpose

The Senior Field Services Officer is part of a regional team working with landholders, the community and other stakeholders to implement natural resource management actions. This will predominantly involve providing technical NRM advice and project coordination to land managers and community groups to establish and implement projects. The Senior Field Services Officer is also required to facilitate and help manage the delivery of specific funded programs in response to major natural events, and new funding initiatives. Apart from requiring a sound understanding of land management techniques, the role will require a high level of project management capability and personal organisation, deep technical field based skills and effective community engagement skills.

<b>Key Position Accountabilities</b>	<b>Key Activities</b>
<b>Delivering Community Based Programs</b>	<p>Manage and deliver relevant projects in conjunction with landholders, partner agencies and contractors. Best practice principles and legislative requirements need to be applied to all aspects of NRM management and works.</p> <p>Record field data relating to land management projects, threats and assets. This may be through the use of GIS &amp;/or recording field notes. Be highly competent with undertaking best practice river health programs including riparian fencing, weed control and revegetation. Be highly competent with undertaking best practice field surveys including MBI tender assessments, Habitat Hectares and identification of flora and fauna and reporting on results.</p> <p>Undertake compliance and auditing of projects, and periodically Works on Waterways assessments for the Floodplain and Works team.</p> <p>Liaise with land managers, and partner agencies to identify priorities for on-ground works to be undertaken by work crews or contractors.</p> <p>Contribute to the development of projects to protect and enhance waterway and catchment health in accordance with the CMA's strategies, plans, priorities and guidelines.</p>
<b>Project Management</b>	<p>Apply best practice approaches to management of multiple projects involving planning, documentation, budget management, implementation, reporting and monitoring.</p> <p>Oversee and manage effective allocation and use of resources (financial and people) to deliver projects with minimal or no variation from plans and to deliver best possible outcomes for communities and the CMA.</p> <p>Apply deep technical expertise and relevant experience to effectively and efficiently deliver project requirements.</p>



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<b>Continuous Improvement</b>	<p>Provide input and advice to the Glenelg Hopkins CMA regarding the improvement of program delivery procedures and guidelines.</p> <p>Assist the Waterway and Catchment Health team to enhance the operational effectiveness of the program and other staff as requested.</p> <p>Provide support to and directly implement relevant key actions from Glenelg Hopkins CMA's business improvement initiatives.</p>
<b>Communication and Relationships</b>	<p>Facilitate, liaise and negotiate with landholders, local government, community groups, NGO's, government agencies, contractors and work crews in effectively developing and delivering projects.</p> <p>Prepare and deliver presentations to external groups such as Landcare and other community groups and at forums and conferences to support and enhance the reputation and performance of the CMA. Facilitate discussions and interactions with external groups to generate input and feedback to support continual improvement of waterway and catchment health team performance.</p> <p>Implement integrated activities of programs highlighted in the CMA business plan through liaising with and support from the CMA staff, community NRM groups and agency personnel.</p>
<b>Reporting &amp; Technical Advice</b>	<p>Prepare reports that demonstrate a clear and concise understanding of progress towards implementation.</p> <p>Develop Land Management Plans and provide written technical advice and supporting documentation for the delivery of NRM projects. Provide technical advice and guidance to Field Services Officers.</p>
<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 or without specific licences and certifications</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 OH&amp;S requirements and standards</li> </ul>
<b>Record Keeping</b>	<p>Responsible for ensuring all record keeping activities under your control have been identified, created and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.</p>
<b>Risk</b>	<p>The employees of the Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> <li>• taking all reasonable and practicable steps to implement the policy and its related systems and procedures;</li> <li>• contributing to the continued improvement of the Authority's risk</li> </ul>



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	<p>management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures.</p> <ul style="list-style-type: none"> <li>maintaining adequate records to demonstrate the management of risk.</li> </ul>
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## Role Relationship

Internal	External
<ol style="list-style-type: none"> <li>1. Field Services Manager</li> <li>2. Senior Field Services Officers</li> <li>3. Field Services Officers</li> <li>4. Works Crew Leader</li> <li>5. Works Crew</li> <li>6. Senior NRM Planning Officers</li> <li>7. NRM Planning Officers</li> <li>8. All CMA staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Landholders</li> <li>2. NGO staff</li> <li>3. Community Groups</li> <li>4. Department of Environment, Land, Water, Planning</li> <li>5. Other Victorian and Australian Government departments and agencies</li> <li>6. Water authorities</li> <li>7. Statutory authorities</li> <li>8. Other CMA's</li> <li>9. Members of the public</li> </ol>

## Limits of Authority

The Senior Field Services Officer shall work relatively independently on a day-to-day basis, under the supervision of the Field Services Manager.

This level of position has financial delegation up to the value in accordance with current Instrument of Delegations.

## Other Information

The CMA prides itself on having a professional, innovative and proactive culture.

- We take the time to address issues as they arise (e.g., reconcile/clarify expectations, agree on priorities, ask for help when we need it) in the appropriate forum with a view to getting a solution. We make it our business & see it through
- We seize every opportunity to share what we know and ideas that we have – we don't hold onto it.
- We are prepared to drop what we are doing to get in and help
- We always acknowledge our mistakes and value them as an opportunity to learn and improve
- We always accept change as part of our work and we support each other through the process of change to develop our organisation and ourselves.

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

<b>Qualifications</b>	<p>A degree in science, agriculture or environmental management or related field would be expected, together with some relevant work experience.</p> <p>Alternatively, significant relevant experience and a demonstrated ability to perform the role would be required.</p>
<b>Knowledge, Skills and Experience</b>	<p>A comprehensive understanding of natural systems, ecological processes, land management, social capacity and community facilitation combined with a demonstrated understanding to apply regional natural resource management priorities within a</p>



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	<p>community and productive agricultural context.</p> <p>Demonstrated competency with undertaking best practice river management including riparian fencing, weed control, and revegetation.</p> <p>Demonstrated competency with undertaking field based surveys (i.e. MBI tender assessments, Habitat Hectares, Works Monitoring) and identification of flora and fauna.</p>
<b>Project Management</b>	<p>Demonstrated ability to manage complex natural resource management projects simultaneously to ensure desired outcomes are achieved within timeframes and budget.</p> <p>Provide project management guidance and skill development to Field Services Officers.</p> <p>Ability to monitor budget performance and develop business case submissions to increase likelihood of winning investment allocations. Manage elements of operational budget to deliver projects effectively and provide suitable guidance and direction to Field Services Officers where relevant.</p>
<b>Communication skills</b>	<p>Demonstrated ability to effectively communicate and engage with a wide range of stakeholders in the delivery of information both verbally and in writing. This includes making formal presentations to external groups and representing the CMA at major events including Field Days.</p> <p>Must be able to deliver concise and compelling messages in one-on-one, small and large group forums whilst remaining conscious of broader brand and reputation implications for the CMA.</p>
<b>Interpersonal skills</b>	<p>Proven capacity and willingness to adapt well to change through cooperatively and collaboratively solving problems and negotiating innovative solutions to difficult situations.</p> <p>Ability to contribute to a multidisciplinary team with a positive solution-focused attitude</p> <p>Provide technical coaching and skills development support to Field Services Officers, and share knowledge and information with peers and colleagues to ensure most effective delivery of requirements.</p>
<b>Computer Skills</b>	<p>Sound skills and knowledge of Microsoft Office suite.</p> <p>Sound knowledge of and ability to use EnSym and database programs</p> <p>Ability to use GIS and GPS for field work</p> <p>Ability to train others in the use of GIS and GPS</p>
<b>Pre-requisite</b>	<p>Current Victorian Drivers Licence</p>
<b>Desirable</b>	<p>First aid certificate</p> <p>ATV Certification</p>
<b>Flexibility</b>	<p>The position is based in Hamilton, and out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.</p>

## Position Certification



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Employee Signature

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Date

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Manager Signature

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Date