



POSITION DESCRIPTION

Why is this Position Description being written? <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position Re-designed <input type="checkbox"/> Position not previously described			
Position Title	RCS & MER Coordinator		
Current Incumbent			
Position Reports To	Partnership and Investment Program Manager		
Division	Partnership and Investment Program		
Location	Hamilton	Band	K
Status	Part-time, 12 month fixed term maternity leave replacement position.	FTE	0.7

Position Purpose

The role of the Regional Catchment Strategy (RCS) and Monitoring, Evaluation and Reporting (MER) Coordinator is to support the implementation of the Glenelg Hopkins RCS, oversee organisational level MER and provide technical advice and support on project MER. The position will also ensure that the CMA is implementing MER best practice and is operating consistently within the State-wide and National Natural Resource Management (NRM) MER context. The position plays a key role in supporting the Glenelg Hopkins CMA investment process through reviewing and monitoring Service Level Agreements, supporting the development of organisational level investment bids, and provision of authoritative advice on program design and logic.

The role is required to:

- support implementation of the Glenelg Hopkins RCS;
- coordinate implementation of the RCS MER Plan;
- coordinate implementation of the RCS Community Engagement and Partnership Strategy;
- provide authoritative advice on program design and logic;
- ensure objective setting, and monitoring, evaluation and review processes are aligned with State and Federal guidelines and utilise best practice;
- provide advice on the use of NRM MER systems and processes;
- prepare condition and management reports;
- support the organisation level investment planning process;
- review and monitor Service Level Agreements;
- coordinate processes for project reporting in accordance with investor requirements and with reference to Service Level Agreements; and
- coordinate processes for preparation and submission of project variations in accordance with investor requirements and with reference to Service Level Agreements.



POSITION DESCRIPTION

Key Responsibility Area

Key Position Accountabilities	Key Activities
Support RCS implementation	<p>Support implementation of the RCS.</p> <p>Coordinate implementation of the RCS MER Plan.</p> <p>Coordinate implementation of the RCS Community Engagement Partnership Strategy.</p> <p>Coordinate RCS progress reporting.</p> <p>Coordinate RCS mid-term review.</p>
Coordinate organisational level MER	<p>Coordinate organisation level MER.</p> <p>Coordinate production of annual CMA Reporting Guidelines.</p> <p>Interpret data and support the preparation of catchment condition and management reports in accordance with State and Australian government guidelines. Prepare information in appropriate formats (written, verbal and spatial) in order to share information to various audiences.</p> <p>Develop clear and concise reports for Program Managers, Advisory Groups, the CMA Board and other forums as required.</p> <p>Participate in state-wide MER working groups as required.</p>
Investment support	<p>Provide investment coordination support to the Partnership and Investment Program Manager.</p> <p>Review, monitor and provide advice on Service Level Agreements.</p> <p>Support the development of investment bids.</p> <p>Provide authoritative advice on program design and logic.</p> <p>Coordinate processes for project reporting and spatial reporting of outputs in accordance with investor requirements and with reference to Service Level Agreements.</p> <p>Provide advice to Project Managers on the use of project development and reporting systems.</p> <p>Coordinate processes for preparation and submission of project variations in accordance with investor requirements and with reference to Service Level Agreements.</p> <p>Act as proxy for the Partnership and Investment Program Manager at Regional Investment Coordinator meetings.</p>



POSITION DESCRIPTION

Advice, support and influence	<p>Provide input into the development and continuous improvement of required systems and processes, to collect and manage data from planning through to monitoring and reporting.</p> <p>Keep abreast of approaches and frameworks for best practice NRM objective setting, monitoring, evaluation and reporting and provide advice to senior management and external partners as required.</p> <p>Provide advice to senior management on any observed significant changes in catchment condition that may have an impact on strategy direction.</p> <p>Provide advice to NRM planners on MER, objective setting, program logic and design in line with State and Australian Government guidelines.</p>
Communication and relationships	<p>Facilitate, liaise and negotiate with a diverse range of landholders, local government, community groups, government agencies and contractors in relation to RCS implementation and organisation level MER.</p> <p>Communicate integrated regional NRM priorities to a variety of audiences including the community, CMA staff, board, advisory groups, regional agencies, and state and federal investors.</p> <p>Represent the CMA in a variety of forums and meetings with the community, regional agencies, state-wide and national representatives on items relating to the RCS, sub-strategies and plans, and MER.</p>
Occupational Health and Safety	<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 or without specific licences and certifications. • 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.
Risk Management	<p>The employees of the Glenelg Hopkins CMA are responsible for:</p>



POSITION DESCRIPTION

	<ul style="list-style-type: none"> • taking all reasonable steps to implement systems and procedures; • contributing to the continued improvement of the Authority's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures; and • maintaining adequate records to demonstrate the management of risk.
Record Keeping	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.

Role Relationship

Internal	External
<ol style="list-style-type: none"> 1. Partnership and Investment Program Manager 2. Chief Executive Officer 3. Executive Program Managers 4. Partnership and Investment Staff 5. All CMA staff 	<ol style="list-style-type: none"> 1. Department of Environment and Primary Industries 2. Other Federal and State government departments and agencies 3. Local government 4. Community groups and individuals 5. Research institutions 6. Catchment Management Authorities 7. Statutory authorities 8. Relevant industry groups 9. Members of the public

Limits of Authority

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

Other Information

Values and Behaviours

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.



POSITION DESCRIPTION

Selection Criteria *(skills, knowledge and experience)*

Qualifications	Degree in Science, Natural Resource Management or similar plus a minimum four years relevant experience.
Strategic planning	<p>Ability to work in complex frameworks, analyse and prioritise elevated levels of information and convert ideas and objectives into actions.</p> <p>Ability to appropriately prioritise problems, gather and analyse information and identify and engage resources to achieve desired outcomes.</p> <p>Ability to comprehend wider contexts, developments, long term goals and determine strategies and actions required to achieve such goals.</p> <p>Demonstrated knowledge and experience in the development and application of MER frameworks.</p> <p>Demonstrated knowledge of objective setting approaches, NRM monitoring data collection techniques and reporting frameworks.</p>
Planning and organising	<p>Identifies activities, processes and resources required to achieve a goal.</p> <p>Recognises actual and potential barriers and identifies effective ways to manage them.</p>
Written communication	<p>Develops written communication using clear, concise and grammatically correct language.</p> <p>Demonstrated experience in completing written work, such as plans, strategies, briefs and reports, to fixed deadlines.</p>
Verbal Communication and Presentation Skills	<p>Conveys ideas and information in a clear and confident manner.</p> <p>Deals well with difficult topics when presenting, and communicates in a confident and logical manner.</p>
Interpersonal and negotiation skills	<p>Display tact and diplomacy when dealing with members of the public on sensitive issues.</p> <p>Ability to contribute to a multi-disciplinary team with a positive, solution-focussed attitude.</p> <p>Demonstrated experience in community engagement at a regional level.</p>
Analytical Skills	Ability to work through problems using analytical and conceptual skills.
Computer Skills	Proficient use of computer and Microsoft Office suite including ability to use internal and external databases/systems, and GIS systems such as MapInfo.



POSITION DESCRIPTION

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