

# Position Description

Position title:	Project Manager Aboriginal Partnerships
Reports to:	Manager Community and Relationships
Location:	Huntly
Classification:	Band 7 to 8
Employment status:	Fixed term
Hours:	38 hours per week (negotiable)

## About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Our vision is *healthy landscapes supporting prosperous communities*. Our purpose is *connecting rivers, landscapes and people to deliver lasting positive change*.

We achieve this through:

- *Connecting natural resource management activities.*
- *Enabling active communities.*
- *Supporting sound decisions with knowledge, and*
- *Leading, nurturing and innovating.*

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

## Our culture

As a public-sector entity we behave in-line with the seven core values of the Victorian Public Sector, Responsiveness; Integrity; Impartiality; Accountability; Respect; Leadership and Human Rights.

In addition to the Public Sector values, we have our own unique set of values – Care, Courage and Connection.

The North Central CMA's values (and supporting behaviours) represent what our communities, stakeholders, partners, and investors can expect from us and also guide our internal interactions. The foundation of North Central CMA's success is in the behaviours, knowledge and skill of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ people who are aligned to our values. Together with the appropriate skills and experience, commitment to our values is required to become a dedicated and valued member of our team.

## Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the *Victorian Catchment and Land Protection Act 1994* and *Water Act 1989*. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the *Water Act 1989*; and Statutory functions under Part 77 of the *Water Act 1989*.

The North Central CMA is principally responsible for protecting and improving the health of the region's natural resources in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies and strategies including Water for Victoria; Protecting Victoria's Environment - Biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Water is Life: Traditional Owner Access to Water Roadmap; Australian Government's Threatened Species Strategy; National Soil Strategy and the Murray Darling Basin Plan.

The North Central CMA is governed by a Ministerially appointed Board, which is directly responsible for strategic direction, and which has final responsibility for the functions of the Authority.

## Position objective

The purpose of the Project Manager Aboriginal Partnership and Engagement position is to lead the implementation of the North Central CMA's Reconciliation Action Plan and manage projects that align with First Nation Peoples values and aspirations relating to natural resource management. The role has an internal and external focus in maintaining and developing relationships with First Nations Peoples of the region.

This position also supports the School Based Apprenticeship Trainees.

## Core responsibilities and duties

- In collaboration with staff lead the implementation, and review and renewal when relevant, of the North Central CMA's Reconciliation Action Plan (ReCAP in line with Department Environment, Land, Water and Planning's *Pupangarli Marnmarnepu 'Owning Our Future' Aboriginal Self-Determination Reform Strategy 2020-2025* to support the advancement of Aboriginal employment and procurement outcomes within the region. The Project Manager is responsible for reporting to internal and external stakeholders regarding ReCAP progress.
- Lead the development, delivery and evaluation of Aboriginal projects and partnerships to improve two-way learning and partnership opportunities within the North Central CMA region.
- Establish and maintain relationships with First Nations people, key partners and stakeholders in the delivery of all North Central CMA projects. This includes the ability to leverage project funding to support self-determination.

- Develop processes to support and provide advice to North Central CMA staff and delivery partners on best practice engagement with First Nations people across the North Central CMA region, including coordination of cultural awareness and cultural safety training and management of the CMA's internal intranet page.
- Ensure CMA actions and projects are aligned with appropriate Traditional Owner values and aspirations and direction (e.g. Recognition and Settlement Agreements, RAP Country Plans).
- As required, provide leadership, direction and management to positions such as Project Officers and Aboriginal student school-based trainees.
- Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

### **Qualifications/experience**

Demonstrated experience in with a tertiary qualification in Cultural Heritage, Archaeology, Environmental Science, Natural Resource Management or a related discipline or relevant experience in the engagement of Aboriginal and Torres Strait Islander communities and adherence to key Aboriginal legislation.

### **Key selection criteria**

- Demonstrated experience in working effectively with First Nations people and the ability to deliver large or complex projects, evidenced through strong project management skills including budgeting, planning, implementation, monitoring and evaluation.
- An ability to work cooperatively and collaboratively to solve problems, negotiate innovative solutions to difficult tasks, and develop and improve effective partnerships with a internal and external stakeholders to achieve mutually beneficial natural resource management outcomes that meet Traditional Owner values and aspirations for Country.
- Capability in managing a team to reach organisational outcomes while supporting individuals through clear direction and recognising strengths and areas for improvement.
- A high standard of verbal and written communication skills, including the ability to present to varying audiences, prepare plans, correspondence and reports for a range of stakeholders including staff, community members and Traditional Owner Groups.
- Ability to set priorities and manage competing demands to achieve objectives within timelines and budget constraints.

### **Other position requirements**

It is expected the incumbent understands North Central CMA objectives within broader government policy.

An appreciation of Federal, State and regional water and environmental policies and strategies, such as Victorian government’s Water is Life [Aboriginal Water Program](#), is desirable.

The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central CMA region.

### Relationships

Reports to:	Manager Community and Relationships
Responsible for:	Project Officers, School Based Apprenticeship Trainees
Internal liaisons:	CEO, Executive team, Leadership forum and other staff
External liaisons:	Seven (registered and non-registered) Traditional Owner Corporations/Groups in the North Central CMA region Victorian and Australian government departments Other government agencies, including other CMAs. Communities and interested stakeholders.

### Other relevant information

#### *Diversity and Inclusion*

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country. the contribution and interest of Aboriginal people and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

#### *Flexible workplace*

We understand that life balance is an important part of our employees’ lives. We offer a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

#### *Health and Safety*

Employees are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting

any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

People managers have responsibility to ensure those under their supervision carry out work in accordance with health and safety legislation, and North Central CMA policies and procedures. They must ensure health and safety policies and procedures, and risk control measures are implemented and monitored. People managers are also responsible for ensuring their staff are provided with the necessary information, instruction and training to safely and effectively carry out their jobs.

#### *Child Safety*

North Central CMA is committed to child safety and all employees are required to abide by the Child Safe Code of Conduct which specifies the expected standards of conduct and appropriate behaviours required when working with and in the company of children. When working with children, employees are required to work in accordance with the Child Safe Standards and North Central CMA policies and procedures.

#### *Financial delegation*

The position has a financial delegation of \$25,000 in line with policy FIN002 Financial Delegations.

#### *Multi-skilling*

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other North Central CMA documents such as collective agreements, letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed.

An employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base. Where an employee is directed to carry out any work within their classification band or of a lower band such work shall be performed without change in salary. Where directed to carry out work of a higher band the provisions of the North Central Catchment Authority (CMA) 2021 Collective Agreement (or its successors) shall apply.

#### *Privacy and Probity*

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email at [info@nccma.vic.gov.au](mailto:info@nccma.vic.gov.au)