

POSITION DESCRIPTION



Title:	RiverConnect Project Officer
Position Number:	CBP18
Classification:	Band 5
Directorate:	Sustainable Development
Department:	Environment and Animal Management
Award:	Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001
Incumbent:	Vacant

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Sustainability and Environment
Direct Reports:	<ul style="list-style-type: none">▪ Nil
Primary Internal Relationships:	<ul style="list-style-type: none">▪ Manager Environment and Animal Management▪ Director Sustainable Development▪ Chief Executive Officer▪ Executive Leadership Team▪ Environment and Animal Management Department▪ All Staff
Primary External Relationships:	<ul style="list-style-type: none">▪ Government Departments and Agencies▪ Community Groups and Organisations▪ Business & Industry Groups▪ Consultants, as required▪ General Public

POSITION OBJECTIVES

To realise the RiverConnect Strategic Plan's vision of 'connecting people' to 'nurture the community's respect for and love of our local rivers and wetlands' through designing and delivering projects that increase community participation, appreciation and custodianship of the rivers as social, environmental, economic, educational, recreational and cultural assets.

Cultivate the RiverConnect relationship between partners and the community with a particular focus on working with the First Nations people to share history, culture, management and understanding of the rivers with the wider community through the implementation of various RiverConnect projects.

KEY SELECTION CRITERIA

- Relevant tertiary qualifications or experience in environmental sustainability and/or community development is essential.
- Qualifications and/or experience in and an understanding of Aboriginal Culture is required.
- Experience in facilitating and coordinating multi-agency and community projects to achieve project outcomes.
- Experience in successful project delivery and an understanding of project management processes.
- A demonstrated ability to work within a team environment and provide leadership and enthusiasm to staff, partner agencies and the wider community.

KEY RESPONSIBILITY AREAS

- Ensure the delivery and review of the RiverConnect Strategic Plan.
- Provide direction and administrative support to the RiverConnect Implementation Advisory Committee in prioritising RiverConnect projects as outlined in the Strategic Plan and the identification of possible extensions to existing or creation of potential RiverConnect type projects.
- Maintain effective networks and partnerships with stakeholder organisations, departments, businesses, industries, trusts, community groups and individuals to ensure opportunities for collaborative projects are identified.
- Foster and nurture a relationship with the Aboriginal Community.
- Manage and provide support on RiverConnect projects and programs.
- Identify opportunities, synergies and funding sources to achieve RiverConnect Performance Indicators and Action Plans.
- Provide administrative support and direction where required to ensure viable and effective Advisory Committee and sub committees functioning including: Implementation Advisory Committee, Communication Working Group and associate project working groups.
- Represent the RiverConnect project through different mediums such as: community events, relevant conferences, print, online and social media, radio and any award ceremonies.
- Complete appropriate monitoring, reporting and evaluation requirements, particularly relating to RiverConnect Strategic Plan and its actions.
- Provide budget support where appropriate.
- Liaise with Council and other partner agencies to deliver projects as required.
- Support the RiverConnect Education Project Officer in the delivery of on ground environmental works and education programs.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- The achievement of agreed, specific key responsibility areas for the position.
- Ensuring strategies, plans, projects and other initiatives of the position are completed in accordance within set timeframes.
- Accurate and timely administration and research as requested by the RiverConnect Implementation Advisory Committee.
- Adherence to all relevant Council policies, procedures, guidelines.
- Maintain effective working relationships with all other sections of the Council, community, and other government departments.
- Making decisions and taking action on issues which are within the officer's control.
- Ensuring that all resources within the officer's control are utilised as efficiently and effectively as possible.

This position has the authority to:

- Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedures.

Judgement and Decision Making

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Facilitation skills and an ability to influence positive outcomes.
- Excellent presentation and public speaking skills in order to deliver workshops, programs and information to diverse audiences.
- The ability to build and maintain effective networks and relations.
- Ability to liaise and work with people from diverse backgrounds, groups and sectors.

- Sound knowledge of floodplains and river systems.
- Ability to work both as part of a team and autonomously.
- Excellent Project management, evaluation and problem solving skills.
- Proficiency in the use of Microsoft Office Suite and other relevant computer software.

Management Skills

- Motivate others and instill a sense of ownership of relevant project goals and strategy actions.
- Consistently display well developed strategic planning, project management and time management skills.
- Communicate and consult effectively with project partners, key-stakeholders and community members.
- Have an understanding of the political and functional aspects of local government and key partner priorities.
- Set, achieve and monitor goals within specified timeframes.
- Ability to work within a set budget.
- Be an effective and supportive team member of the Directorate.
- Ongoing personal and professional development.
- Ability to meet commitments outside of normal business hours where required.

Interpersonal Skills

- Strong communication skills, both oral and written.
- Excellent people management skills to ensure good government, community and business networks are built and maintained.
- An ability to regularly consult and communicate with his/her Manager, Team Leader, Team members, other staff, contractors, customers and community in a professional manner.
- Demonstrate enthusiasm and initiative whilst maintaining confidentiality, diplomacy and tact.
- Ability to gain cooperation and assistance from other Council staff and relevant stakeholders, to foster staff and stakeholder participation in the implementation of projects, programs and initiatives.
- A positive attitude and flexible approach to working in a team environment and independently.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications or experience in environmental sustainability and/or community development is essential.
- Relevant qualifications or experience in Aboriginal culture is desirable.
- Experience in Project management and/or delivery is desirable.
- Demonstrated ability to build, maintain and facilitate relationships.
- Sound organisation and time management skills and demonstrated proficiency in Microsoft Office packages and social media account management.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian Drivers Licence
- Working with Children Check
- First Aid Level 2 including annual CPR

The tasks required of this position have been identified by Greater Shepparton City Council's Safety Management System as being at risk of contracting a vaccine-preventable disease. It is recommended that the incumbent be vaccinated against the following:

- Tetanus
- Hepatitis A
- Hepatitis B

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

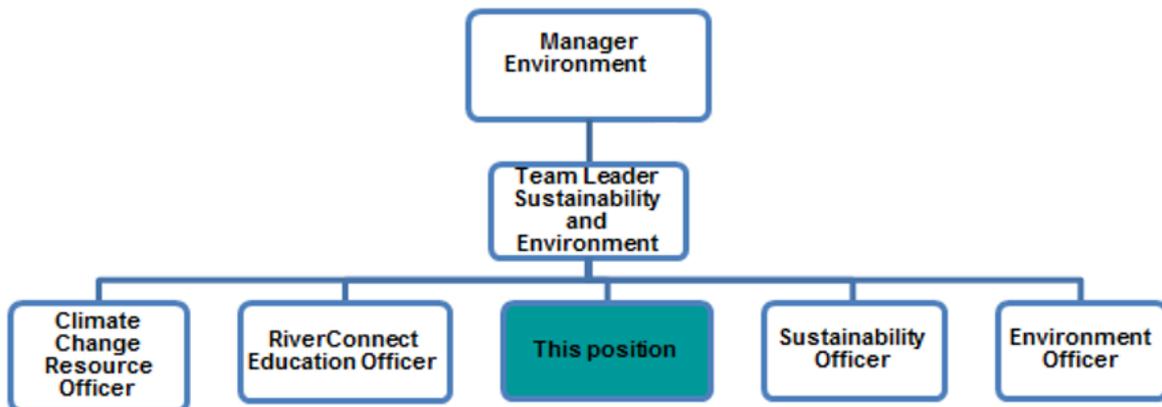
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Environment and Animal Management Department provides the environmental health, sustainability and environment and animal management functions of Council. This includes environmental sustainability projects; providing specialist advice to Council and the community on environmental and sustainability issues; improving biodiversity outcomes within the municipality; approving and supervising the installation and operation of wastewater disposal systems; administering relevant public health legislation and investigating breaches; coordinating and delivering immunisation services; and implementing actions to prevent and control the spread of infectious diseases. It also provides for the management of domestic animals through legislative implementation and the operation of an animal shelter.



VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**Respect first,
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors				X	
Outdoors				X	
Slippery Surfaces			X		
Uneven ground/Sloped areas			X		
Work in isolation		X			
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste		X			
Body Posture					
Standing			X		
Sitting				X	
Squatting/Crouching		X			
Kneeling		X			
Twisting		X			
Bending		X			
Manual Handling					
Reaching or working overhead (above shoulder)		X			
Reaching forward		X			
Gripping/fine motor movement		X			
Pushing/restraining		X			
Driving a vehicle			X		
Lifting floor to waist			X		
Lifting waist to overhead		X			
Lifting from a truck/trailer		X			
Lifting 0 - <5kg			X		
Lifting 5 - <10kg		X			
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads		X			
Climb steps/stairs/ladder		X			
Exposure to vibration	X				
Psychosocial					
Give direction to others			X		
Dealing with aggressive customers		X			
Dealing with upset? customers		X			
Supporting dependent persons		X			

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	N	R	O	F	C
Cognitive					
Written communication					X
Verbal communication					X
Comply with legislation				X	
Problem solve					X
Reason/make sense of things					X
Make critical decisions			X		
Ensure accuracy/details					X
Remember names/details					X
Show creativity					X
Examine/observe others			X		
Work quickly					X
Concentrate amid distractions					X

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____