

Position description

Catchment Officer – Ecosystem Management

Division:	Liveable Communities
Department:	Natural System
Reports to:	Catchment Management Coordinator
Number of direct reports:	Nil
Location:	Taree
Grade:	Grade 10
Employment status:	Permanent, Full-time
Hours of work:	35
Date approved:	8 April 2021

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Natural Systems section and is predominantly responsible for catchment planning, assessment and project implementation with an ecological focus, environmental program implementation, community education and landholder engagement.

The incumbent of this position is expected to demonstrate the following attributes and capabilities in undertaking their role

Key Accountabilities & Duties

- Responsible for delivering a range of natural systems programs including catchment management, environment assessment and planning with a focus on ecological management and biodiversity conservation.

- Coordination, development and implementation of catchment strategies by engaging with residents and other stakeholders on ecological matters, water quality improvement and catchment management issues.
- Manage projects that contribute to implementation of the Great Lakes Water Quality Improvement Plan (WQIP), MidCoast Council Biodiversity Framework, Manning River Estuary CMP, catchment management and coastal zone/estuary management plans.
- Deliver capacity building and communication programs to stakeholders on wetland management, nutrient and groundcover management, riparian management, revegetation and biodiversity conservation projects.
- Use estuary and catchment field data including waterway and catchment reporting to formulate and guide catchment planning and management responses.
- Contribute to waterway and catchment health condition assessment and reporting processes as required.
- Supervise consultants and contractors to ensure program objectives and project outputs are delivered in a timely manner.
- Identify and source funding and associated partnership opportunities.
- Comprehensively manage grant and project funding, including project planning, stakeholder engagement, monitoring, reporting and acquittal.
- Implement environmental and sustainability projects including management of riparian restoration and ecological management projects, biodiversity conservation and water quality improvement projects.
- Develop and maintain effective relationships and form active partnerships with key government, industry and community stakeholders that go beyond a networking function to contribute to the implementation of relevant strategies and plans.
- Coordinate field days and provide opportunities for community capacity development in NRM.
- Prepare conservation action plans, resources (including mapping) and provide specialist advice on matters relating to natural systems including catchment and river management and biodiversity conservation.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Degree level qualifications in Natural Resources, Environmental Science, Ecology or equivalent field.
2. Demonstrated experience in catchment planning and management, rural water quality management, and biodiversity conservation.
3. Working knowledge of local catchment and land management issues, estuary management, biodiversity and NRM issues.
4. A proven capacity for quality customer service through development and implementation of stakeholder engagement strategies and processes.

5. Proven experience in partnership development and maintenance.
6. Proven project management and time management skills.
7. Proven written and verbal communication, problem solving, negotiation and conflict resolution skills.
8. Demonstrated capacity to work collaboratively in a team environment and demonstrated commitment to team and program development.
9. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
10. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
11. GIS skills are highly desirable.
12. Class C drivers licence.





Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☐

Is a criminal record check required for this position?

Yes ☐

No ☐