

## JOB DESCRIPTION FORM

### Position Identification

POSITION TITLE	Program Manager, Healthy Waterways
LOCATION	The successful candidate will work from our Mandurah office.
EMPLOYER	Peel-Harvey Catchment Council (Inc.) with payroll function provided by the City of Mandurah

### Employment Terms

EMPLOYMENT TERMS	This is a full time position, 38 hours per week. Flexibility may be negotiated
LENGTH OF CONTRACT	to 1 August 2023 (pending performance)
VEHICLE	A pool vehicle will be available for project use
SALARY PACKAGE	Commencing at \$100,504 (negotiable, depending on skills and experience)
SALARY SACRIFICE	Options are available including purchasing additional leave
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

### Position Relationships

RESPONSIBLE TO	Operations Manager, Science and Waterways
POSITIONS UNDER DIRECT SUPERVISION	Responsible for the management of all staff within the Healthy Waterways program (the program) including: <ul style="list-style-type: none"> <li>- Healthy Waterways Officer (full time)</li> <li>- Wetlands Restoration Officer (full time)</li> <li>- Healthy Estuaries Officer (full time)</li> <li>- Contractors/subcontractors engaged in delivery of projects</li> <li>- Volunteers/interns involved in delivery of projects</li> </ul>
MANAGEMENT COMMITTEES	Peel-Harvey Catchment Council Inc. Project Steering Committees

### Resources

RESOURCES	All reasonable resources to enable effective and safe delivery of the project will be provided by the Peel-Harvey Catchment Council (PHCC), e.g. computer and appropriate software, remuneration for use of a mobile phone, personal protection equipment, and professional development.
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## Program Context

CONTEXT	<p>The Healthy Waterways program is delivered through the following projects, aimed at restoring or protecting the ecological health and biodiversity of Peel-Harvey waterways (wetlands, rivers and streams) particularly those on the Swan Coastal Plain:</p> <ul style="list-style-type: none"> <li>- Wetlands and People – a community restoring the ecological character of the Peel-Yalgorup Ramsar 482 Wetlands (2019-2023)</li> <li>- 'Healthy Estuaries WA' (2021-24)</li> <li>- 'Healing Bilya – restoring the Murray and Serpentine Rivers' (2021-2023)</li> </ul> <p>These projects involve working in partnership with a range of stakeholders including community, government, research institutes and non-government organisations to undertake:</p> <ul style="list-style-type: none"> <li>- on-ground restoration works including fencing, revegetation, weed control, and feral animal control;</li> <li>- community and Noongar engagement, education and capacity building initiatives, including citizen science;</li> <li>- measurement and evaluation of ecological health e.g. surveys of vegetation; water quality; fish and aquatic invertebrates.</li> <li>- preparation of River Action Plans to assess the current state of the Murray River (WA) and guide future restoration activities</li> </ul>
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## Key Responsibilities

The successful applicant will demonstrate a high level of initiative in accordance with the requirements of the position to:

1. Practise and advocate Principles and Values of the PHCC, including those that guide interpersonal behaviour, professional practice and natural resource management practitioners.
2. Manage project budgets in accordance with PHCC's policies and procedures.
3. Manage all projects and resources to deliver the program, meeting contractual obligations including all milestone and reporting requirements within timeframes and budget.
4. Manage, support and supervise the Program team, contractors, and volunteers / interns.
5. Participate in strategic planning and advocacy to guide the Healthy Waterways Program towards the PHCC vision and objectives.
6. Liaise with other NRM Regions to explore cross-regional delivery opportunities.
7. Ensure collaborative delivery of the program across the PHCC team (i.e. working across other programs with relevant officers) and external stakeholders.
8. Ensure a high level of Work Health and Safety standards for self, colleagues, contractors and stakeholders.
9. Contribute to the effective operation of the PHCC applying a team work approach.
10. Develop and design projects towards PHCC's Strategic Directions and delivery of the program.
11. Provide strategic advice to the CEO and Board.
12. Maintain an awareness of information and policy that will impact on the program, identify opportunities and threats and respond appropriately through development or adaption of the program.
13. Contribute to the development and upkeep of knowledge management systems.
14. Contribute to communications and engagement practices that support capacity building, NRM outcomes and program promotion.

## Statement of Duties

The successful applicant will:

- Manage and supervise the Healthy Waterways Program team to achieve quality project delivery including providing effective mentoring, support, induction, training, direction, and performance management.
- Ensure projects are planned, managed and communicated according to PHCC's systems and policies.
- Ensure contractual obligations for all projects are met in accordance with budget, timeliness, quality and scope.
- Ensure the collection and collation of monitoring, evaluation and reporting data.
- Plan and design landscape scale restoration programs for future delivery.
- Develop and maintain relationships with and between stakeholders associated in the delivery or enhancement of projects.
- Contribute to writing tenders and proposals for project funding/partnerships.
- Represent the PHCC on external committees, meetings or events related to the role and position.
- Present written and oral reports and advice in response to matters relating to the program.
- Raise public awareness of the program through various media forms.
- Other duties as required.

## Key Selection Criteria

	DETAILS
GENERAL – BASIC PREREQUISITES FOR THE POSITION	<ul style="list-style-type: none"> <li>• Australian residency or eligibility to legally work in Australia</li> <li>• Current 'C' Class drivers licence</li> <li>• Proficiency in Microsoft Office software suite (i.e. Word, Excel, PowerPoint, Outlook and Access) and general computer use.</li> </ul>
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> <li>• Degree in Natural Resource Management or related field or equivalent experience, with a sound knowledge of NRM practices and related sciences.</li> <li>• Demonstrated ability to work within, and effectively manage, support and inspire, a team of staff to deliver activities similar to those described in the <i>Program Context</i> section above.</li> <li>• Demonstrated leadership at a senior level in working collaboratively with the community and/or diverse stakeholder groups.</li> <li>• Demonstrated strong project and program management skills, including:               <ul style="list-style-type: none"> <li>○ strategic planning;</li> <li>○ project planning;</li> <li>○ budgeting and financial management;</li> <li>○ contract management; and</li> <li>○ monitoring project progress and success ( i.e. prioritisation, evaluation, reporting against objectives, and continual improvement).</li> </ul> </li> <li>• Experience in geographic information systems (GIS)</li> </ul>

DESIRABLE	<ul style="list-style-type: none"> <li>• Highly developed skills in GIS systems including managing and curation of data.</li> <li>• An established network of stakeholders invested the management of Peel-Harvey Waterways including relevant: <ul style="list-style-type: none"> <li>• Australian, State and/or local government agencies</li> <li>• Landcare groups;</li> <li>• Other community groups</li> <li>• Non-government Organisations;</li> </ul> </li> <li>• Good understanding of the ecological character, and threats to, the Peel-Yalgorup Ramsar Site (Ramsar Site 482) and the Swan Coastal Plain catchments of the Peel-Harvey Estuary.</li> </ul>
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