



PHCC Working Together
Peel-Harvey Catchment Council

JOB DESCRIPTION FORM

Position Identification

POSITION TITLE	Operations Manager, Wetlands and People
LOCATION	The successful candidate will work from our Mandurah office with flexibility to work from home and regional offices.
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	Initially 2 years, with probable 4 year extension (pending performance and funding)
VEHICLE	A pool vehicle will be available for project use
SALARY PACKAGE	Commencing at \$122,000 (negotiable, depending on skills and experience) including employer superannuation contribution and allowances
SALARY SACRIFICE	Options are available including purchasing additional leave
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

Position Relationships

RESPONSIBLE TO	Chief Executive Officer
POSITIONS UNDER DIRECT SUPERVISION	Responsible for the management of all staff within the Wetlands and People team including: <ul style="list-style-type: none">- Program Manager Healthy Waterways- Community Engagement Coordinator- Regional Estuaries Monitoring Officer- Contractors/subcontractors engaged in delivery of projects
MANAGEMENT COMMITTEES	Peel-Harvey Catchment Council Inc. Project and Organisational 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.
-----------	--

58 Sutton Street, Mandurah
Western Australia 6210
T: +61 8 6369 8800

www.peel-harvey.org.au

Context

The Wetlands and People team delivers a range of projects working in partnership with stakeholders including community, government, research institutes and non-government organisations to:

- undertake restoration works including fencing, revegetation, weed and feral animal control;
- develop and implement community engagement initiatives through education and capacity-building activities, including citizen science;
- provide training and capacity-building opportunities for the local Bindjareb Noongar community;
- undertake measurement and evaluation of water chemistry and ecological health e.g. surveys of vegetation; fish and aquatic invertebrates;
- implement restoration activities described in PHCC's River Action Plans; and
- participate in and/or lead Working Groups and Technical Advisory Groups relevant to Wetlands and People activities, e.g. the Peel-Yalgorup Ramsar Site Technical Advisory Group.

Key Responsibilities

The successful applicant will demonstrate a high level of initiative in accordance with the requirements of the position to achieve and/or support their team to achieve the following:

1. Practise and advocate Principles and Values of the PHCC, including those that guide interpersonal behaviour and professional practice.
2. Oversee all project budgets and procurement in accordance with PHCC's policies and procedures.
3. Oversee all projects and direct resources to ensure delivery of the Wetlands and People team outcomes, meeting contractual obligations including all milestone and reporting requirements within timeframes and budget.
4. Manage, support and supervise the Wetlands and People team and contractors..
5. Participate in strategic planning and advocacy to guide the Wetlands and People team towards the PHCC vision and objectives.
6. Ensure collaborative delivery across the PHCC team (i.e. working across other programs with relevant officers) and external stakeholders.
7. Contribute to the effective operation of the PHCC applying a team-work approach.
8. Develop and design projects aligned with PHCC's Strategic Directions and NRM Strategy.
9. Provide strategic advice to the CEO and Board.
10. Maintain an awareness of information and policy that will affect PHCC's activities, identify opportunities and threats and adapt accordingly.
11. Contribute to the development and upkeep of knowledge management systems.
12. Contribute to communications and engagement practices that support capacity building, NRM outcomes and program promotion.

Statement of Duties

1. Across the Wetlands and People team:

- Manage and supervise the Wetlands and People team to achieve quality project delivery including providing mentoring, support, induction, training, direction, and performance management.
- Ensure projects are planned and managed according to PHCC 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.
- Write proposals for project funding/partnerships.

2. Across the Organisation

- Represent the PHCC on external committees, meetings or events.
- Present written and oral reports and advice in response to matters relating to the organisation.
- Raise public awareness of the organisation through various media forms.
- Oversee Work Health and Safety systems.
- Develop and maintain relationships with and between stakeholders associated in the delivery or enhancement of projects.
- Undertake other duties as required.

Key Selection Criteria

	DETAILS
GENERAL – BASIC PREREQUISITES FOR THE POSITION	<ul style="list-style-type: none"> • Australian residency or eligibility to legally work in Australia • Current 'C' Class drivers licence • Proficiency in Microsoft Office software suite (i.e. Word, Excel, PowerPoint, Outlook and Access) and general computer use.
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> • Degree in Natural Resource Management or related field or equivalent experience, with a sound knowledge of NRM practices and related sciences. • 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>Context</i> section above. • Demonstrated leadership at a senior level in working collaboratively with the community and/or diverse stakeholder groups to successfully achieve Natural Resource Management outcomes.
DESIRABLE	<ul style="list-style-type: none"> • Demonstrated experience in effective OHS management. • Highly developed skills in GIS systems including managing and curation of data. • Demonstrated track record of success in securing funding through grants or tender processes. • An established network of stakeholders invested the management of Peel-Harvey Waterways. • 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.

We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present