

### **Project Strategic Goals**

*The restoration of the Winton Wetlands will be a project of national and international environmental and cultural significance focused on ecological restoration of a large wetland system.*

*The Winton Wetlands will be a centre of environmental, scientific and archaeological research that will be recognised nationally and internationally.*

*The restoration of the Winton Wetlands will enhance the communities of the region and the State through increased economic activity and tourism and will be a model for sustainable development.*

*The community of the region, including its Aboriginal communities, will consider itself and will be recognised as the major champions and stewards of the Winton Wetlands.*

*A real and lasting outcome will be achieved in regard to enhanced biodiversity and ecological and archaeological integrity, intergenerational equity and local and regional community interest and aspirations.*

*The Winton Wetlands will become a major focus of local and regional recreation activity with well developed links to other regionally significant attractions and environment features.*

### **Position Details**

Title:	Executive Officer, WWCM
Work Location:	Benalla, Victoria
Tenure:	4 year contract
Employment Type:	Full-time
Reports to:	Winton Wetlands Committee of Management

## Primary Function

The primary function of the Executive Officer will be to establish and manage an organisation that effectively and efficiently support the Winton Wetlands Committee of Management in the implementation of the Winton Wetlands Strategic Plan.

## Position Objectives

Reporting to the Winton Wetlands Committee of Management (WWCoM) the objectives of the role of Executive Officer are:

1. **Governance** – Support good governance of the WWCoM through the roles of Secretary and Treasurer and with the provision of leadership, insight, information and sound, timely advice
2. **Relationships** – Develop and support productive relationships with the community, local business, other levels of government and key stakeholders to understand needs and priorities, and build productive partnerships;
3. **Strategic Planning** – Provide support and direction to the WWCoM in the development of the Winton Wetlands Strategic Plan with a focus on sustainable environment, tourism and economic development and the promotion of alliances and community inclusion and participation;
4. **Resource Management** – Establish systems, policies and practice for the management of financial and physical resources, including contractors and consultants, to ensure technically correct, sustainable and quality outcomes;
6. **Facility Development** – Support the development of education, research, tourism, recreation and community facilities through developing relationships, facilitating structured planning and effective project management; and
7. **Project Implementation** – Develop strategic alliances with public and private organisations to increase investment in and viability of the Winton Wetlands.

## **Key Responsibilities**

### **1. Governance**

- 1.1 Inform and support the decision making of the Committee through the provision of astute, timely and honest advice and information;
- 1.2 Support Committee decision making and good governance through advice and information on statutory and financial activity and reporting requirements;
- 1.3 Support the clear focus on stakeholder engagement and consultation in all critical areas of decision making and activity;
- 1.4 Respond to Committee enquiries and requests for information and give appropriate and timely assistance and advice;
- 1.5 Provide advice and support to the Committee to ensure statutory and legislative requirements are met in relation to corporate planning and reporting;
- 1.6 Prepare all required government reports and project updates to support the effective management of the grant; and
- 1.7 Ensure that the Winton Wetlands Strategic Plan is implemented in the time frame and to the technical standards required

### **2. Relationships**

- 2.1 Undertake a consultative leadership role seeking input and feedback to inform planning and delivery of key project objectives;
- 2.2 Establish and maintain relationships with local, federal and state governments to create opportunities for partnership and collaboration and to deliver strategic benefits;
- 2.3 Establish and maintain productive relationships with regional agencies, key industries and the education sector to create opportunities for partnership and collaboration to achieve support and additional sources of funds;
- 2.4 Work collaboratively with and effectively engage key community groups, including local indigenous communities, to build understanding, respect, engagement and ownership;
- 2.5 Represent the Chair and Committee of Management at forums, meetings and events seeking to articulate the vision of the project and build understanding and engagement in it; and
- 2.6 Establish and maintain productive alliances with private sector co funders for environmental and tourism related activities and research and development planning.

### **3. Strategic Leadership**

- 3.1 Undertake strategic leadership in the consideration of and response to land use planning issues, policy and legislative frameworks, environmental issues and tourism development;
- 3.2 Monitor, report and provide advice to the Committee of Management and stakeholders on issues that arise and have significant implications on the business and strategic objectives of the Winton Wetland Strategic Plan.
- 3.3 Prepare and submit to the Committee a draft Annual Business Plan and Annual Budget that delivers the agreed strategy;
- 3.4 Provide advice and support to the Committee on key strategic issues in particular relating to the core areas of wetland rehabilitation, stakeholder and community engagement and tourism development; and
- 3.5 Report to the Committee quarterly on achievement against strategic objectives and business plan actions to facilitate review and monitoring of level of achievement.

### **4. Resource Management**

- 4.1 Establish and maintain an organisational structure, policies and frameworks to ensure effective, efficient and transparent organisational performance;
- 4.2 Develop and maintain a planning and delivery framework that provides clear and accurate reporting on activity, achievement, financial performance and timelines;
- 4.2 Effective financial management of the project to ensure accurate financial data, reporting of any variation and action taken and achievement of annual budget.
- 4.3 Actively seek to identify and act on opportunities to continue to strengthen the future financial position of the Winton Wetlands;
- 4.4 Accountable and transparent management of the contract process to ensure high quality outcomes delivered within the agreed project timeframes;
- 4.5 Create and maintain legal agreements including land tenure arrangements within legislative and regulatory guidelines; and
- 4.6 Recruit and lead staff and contractors providing guidance and support fostering a culture of achievement and results; and
- 4.7 Adopt and maintain work practices that minimise risk in all areas and support environmental health and safety meeting all standards and compliance requirements.

## **5. Facility Development**

- 5.1 Oversee the development of all infrastructure including the design and provision of the Visitor Centre within agreed timeframes and to budget;
- 5.2 Ensure that all facilities have minimal recurrent and operational costs;
- 5.3 Identify and lead the development of opportunities, partnerships and facilities; and
- 5.4 Achieve all key strategic targets relating to facility development and research.

## **6. Project Implementation**

- 6.1 Actively seek and reach agreement with alliances partners on a range of joint funded elements of the Winton Wetlands Strategy.
- 6.2 Actively leverage outcomes, financial or otherwise, that strengthen the certainty that the Winton Wetlands strategy is delivered in a cost effective, sustainable and environmentally sound manner; and
- 6.3 Optimise the collective capacity and influence of partner organisations and alliances.

## **Organisational Relationships**

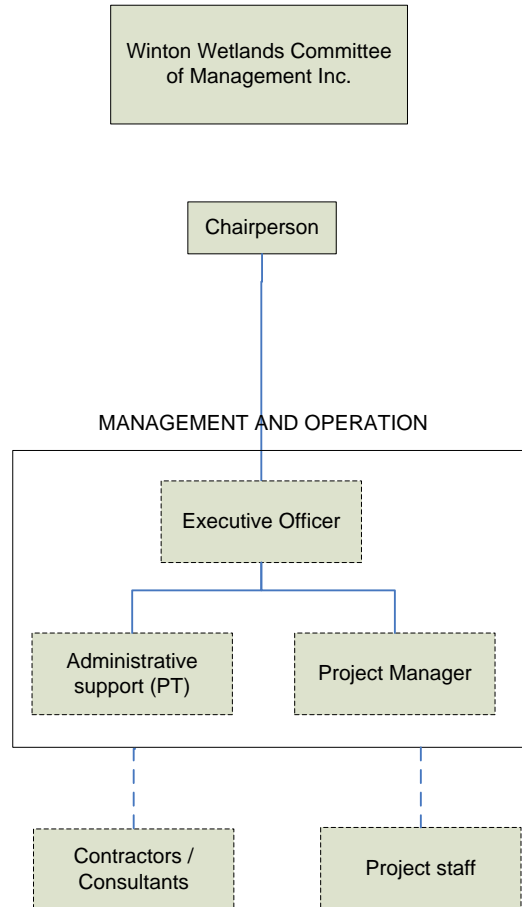
<u>Reports to:</u>	Winton Wetlands Committee of Management
<u>Direct Reports:</u>	Project Manager Administration Officer Various Contractors
<u>Internal Liaisons:</u>	Chair of WWCoM Executive of WWCoM
<u>External Liaisons:</u>	Benalla Rural City Council Department Sustainability and Environment Department of Education Tourism Victoria Private sector Local indigenous community Community organisations Catchment Management Authorities Goulburn Murray Water Universities and TAFE Colleges Primary and Secondary Schools Other government departments Other local governments Environmental groups Philanthropic organisation

## **Accountability and Extent of Authority**

### **Accountable for the achievement of the key responsibilities of the role by:**

- The effective overall management of staff, including contractors and consultants, and their performance;
- The discharge of the responsibilities and duties in this position; and
- Authority over all decision making and functions within the administration and day to day operations as defined by the Committee of Management approved delegations policy.

# PROPOSED COMMITTEE MANAGEMENT STRUCTURE



## **Selection Criteria**

While a broad range of skills, knowledge and competencies are required to perform successfully in the role of Executive Officer as defined in this Position Description, the primary selection criteria for the role include:

### **A. Skills and Knowledge**

- Strategic thinking and planning skills with a clear focus on effective partnerships, sustainable results and future amenity;
- Experience in working to a Committee or Board, supporting good governance and delivery of strategic plans with clear understanding of the roles of Committee and management;
- An understanding of the key issues and technical requirements relating to the restoration of wetland, infrastructure and environmental and land management;
- Demonstrated ability to manage contracts and projects effectively at all stages to achieve agreed objectives;
- Proven ability to foster strong relationships and work collaboratively with diverse stakeholders to create opportunities, identify solutions and achieve outcomes;
- Entrepreneurial skills and the ability to identify and develop opportunities and alliances to ensure economic and tourism development and the ongoing viability of the wetlands;
- Demonstrated experience and success in obtaining funding from all levels of government and establishing commercial alliances with the private and government sectors; and
- Strong financial management skills with the proven ability to interpret financial data and information and effectively manage projects and significant budgets.

### **B. Personal Attributes**

- Passion and enthusiasm for the environment, this project and the vision it seeks to achieve;
- Commitment to and proven ability to engage communities and foster participation; and
- Strong and confident communication style with the ability to build respect, effectively communicate issues that arise and seek to listen and understand.

### **C. Qualifications and Licenses**

- Appropriate tertiary qualifications (or significant relevant experience); and
- A current driver's license.

## Key Performance Criteria

In addition to the performance standards and responsibilities outlined in this Position Description, a comprehensive set of Key Performance Criteria will be used to clearly establish performance expectations and to review performance annually.

The following table includes the overarching areas of performance and Key Result Areas with the specific measures to be initially developed by the Committee of Management in consultation with the incumbent within 1 month of appointment and then reviewed annually:

Area of Performance	Key Results Areas
Good Governance	<ul style="list-style-type: none"> <li>• Respectful, open and collaborative relationship with the Committee of Management</li> <li>• Provision of informed, honest and timely advice and support</li> <li>• Delivery of the Winton Wetlands Strategic Plan and Business Plan</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>• Level and quality of support provided to the WWCoM in strategic planning</li> <li>• Effective response to emerging challenges and opportunities</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Demonstrated stakeholder engagement and participation in planning, implementation and delivery</li> <li>• Deliverables, including grants, achieved as a result of strong relationships</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Effective allocation of activity and resources to best deliver strategic objectives</li> <li>• Evidence of innovation and creativity in delivering outcomes</li> <li>• Effective financial management and delivery of budget with minimal variance</li> <li>• Delivery of key project actions and objectives</li> </ul>
Leadership and People Management	<ul style="list-style-type: none"> <li>• Creation of a healthy, engaged and productive team</li> <li>• Transparent and effective management of contracts, consultants and contractors</li> </ul>
Facility Development	<ul style="list-style-type: none"> <li>• Leadership and results in development of opportunities, partnerships and facilities</li> <li>• Achievement of key strategic targets relating to facility development and research</li> </ul>
Project Implementation	<ul style="list-style-type: none"> <li>• Establishment of alliances for a range of joint funded elements</li> <li>• Achievement of leveraged outcomes that strengthen the performance and future of the project</li> </ul>