



**Winton  
Wetlands**

# Manager Wetlands Restoration Position Description April 2010

## PROJECT STRATEGIC INTENT

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*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 and tourism activity with well developed links to other regionally significant attractions and environment features.*

## POSITION DETAILS

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Title:	Manager Wetlands Restoration
Work Location:	Benalla, Victoria
Tenure:	Initial 3 year contract
Employment Type:	Full-time
Reports to:	Chief Executive Officer

## Primary Function

The primary function of the Manager Wetlands Restoration will be to effectively and efficiently manage the implementation of key agreed objectives as defined within the Winton Wetlands Strategic Plan and the Committee's Annual Business Plan.

## Position Responsibilities

Responsibilities and outcomes required of the role, generally in priority order, are:

### 1. Contract and Project Management

- Develop costed project proposals and undertake the development of tenders and contracts for the delivery of projects identified in the Committee's Three Year Strategy and Annual Business Plans.
- Conduct tenders and tender evaluations and make recommendations to the Committee on the selection of successful proposals.
- Negotiate and manage consultancy and construction contracts and contract variations to ensure projects are delivered within agreed budgets and timelines.

### 2. Stakeholder Relationships

- Manage, participate and work with scientific and technical experts in the development of restoration, infrastructure and community engagement plans and co-ordinate scientific and technical advice to the Committee.
- Work with local and regional communities and key stakeholders to implement and achieve the Committee's objectives.
- Represent the Committee and work with the community, tourism, education and research sectors to improve public knowledge, perception, and understanding of the restoration of the Winton Wetlands.
- Present the Winton Wetlands to visitors, respond to appropriate visitor needs and work with the community, tourism, education and research sectors to improve public knowledge, perception, and understanding of the restoration of the Winton Wetlands.

### 3. Risk Minimisation

- Provide an onground presence at the Winton Wetlands as required and undertake activities to ensure compliance with applicable legislation and regulations.

### 4. Financial and Resource Management

- Effectively manage the fiscal and other resources within area of accountability to ensure best value delivery for the project and transparent and timely reporting.

### 5. Governance

- Inform and support the decision making through the provision of astute, timely and honest advice and information.
- Prepare project reports and updates to support the effective management of the grant.

## Organisational Relationships

<u>Reports to:</u>	Chief Executive Officer
<u>Direct Reports:</u>	Various Consultants Various Contractors
<u>Internal Liaisons:</u>	Administration Officer Other staff and contractors as required
<u>External Liaisons:</u>	Benalla Rural City Council Rural City of Wangaratta Department Sustainability and Environment Department of Education Tourism Victoria Private sector Local indigenous community Community organisations Country Fire Authority 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 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 Executive Officer.

## **Selection Criteria**

While a broad range of skills, knowledge and competencies are required to perform successfully in the role of Manager Wetlands Restoration the following are the primary selection criteria for the role.

### **A. Skills, Knowledge and Experience**

- Experience and understanding of the key issues and technical requirements relating to the ecological restoration, particularly of wetlands, infrastructure development and environmental and land management;
- Demonstrated ability to undertake all stages of project and contract management efficiently and effectively;
- Proven ability to work successfully with scientific and technical experts and an ability to draw on and integrate a wide range of scientific and technical expertise (ecological restoration, land management, tourism, recreation, education and research) to provide concise and focused technical advice;
- Proven ability to foster strong relationships and partnerships and work collaboratively at the local and regional level with a wide range of stakeholders;
- Demonstrated experience in public land and visitor management and a willingness and ability to undertake activities to ensure compliance with applicable legislation and regulations; and
- Demonstrated ability to use a wide range of software applications including MS Office, MS Project, with experience in MYOB and GIS being highly desirable

### **B. Personal Attributes**

- Passion and enthusiasm for the environment, commitment to the project and the vision it seeks to achieve;
- Commitment to and proven ability to work with and engage communities and foster productive community and stakeholder participation; and
- Strong and confident communication style with the ability to actively listen and seek to understand, build respect, and influence positive outcomes.

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

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