

Position Description

Climate Change Project Officer

Goulburn Murray Climate Alliance

Title:	Climate Change Project Officer
Classification:	L6 Band 1
Work Location:	Remote/various council locations
Tenure:	6 months
Employment Type:	Part Time, 0.6 FTE, subject to 3 month probationary period.
Salary Range:	From \$82,102.80 per annum pro-rata
Further information:	Carole Hammond (Executive Officer)
Phone:	0411 544 858 eo@gmca.org.au

Background

The Goulburn Murray Climate Alliance (GMCA) is a member-based unincorporated Alliance comprising 13 local governments, the Goulburn Broken and North East Catchment Management Authorities, Alpine Resorts Victoria, and our Associate member DELWP Hume. The alliance catchment encompasses more than 14 million hectares of one of Australia's most prolific food producing regions, which includes the Goulburn Valley, as well as the Murray-Darling Basin's internationally significant Ramsar wetlands, and one of Australia's most significant tourist hubs in the eastern mountain ranges. Its municipal councils are highly diverse in size, location and focus covering over 120 postcodes, ranging from rural, to the large multicultural urban areas of Shepparton, Wodonga, and Mitchell on the fringe of metropolitan Melbourne.

In recent years our Members and their communities have been severely impacted by drought, bushfires, floods, storms and the COVID pandemic. The GMCA is committed to the business case of addressing climate change with collective action that delivers on climate risks, unites and builds upon associated climate action, and brings new opportunities to the Goulburn and Upper Murray regions.

Position Objective

To deliver and support delivery of GMCA projects, in particular the scoping to finalisation of a tender document of the **GMCA Regional Renewables Bulk Buy project**. The GMCA is responsible for project management of funded projects of regional significance. Through sound and efficient delivery of projects this position will support the meeting of Alliance strategic goals and reputation, and through this advance our vision for a net zero positive Goulburn Murray region.

Key Responsibilities and Duties

1. Deliver and support delivery of multiple projects managed by the Alliance. These projects are multi-faceted and of regional scale and seek to assist the region to respond to climate change and reduce greenhouse gas emissions in the region. Project delivery includes but is not limited to;
 - a. Delivery of project outputs and outcomes
 - b. Management of project consultants
 - c. Administration of project budgets
 - d. Internal and external stakeholder engagement
 - e. Monitoring and evaluation
 - f. Organizing and running meetings
 - g. Secretarial services
2. Taking ownership of and being a key point of contact for delivery and adherence to requirements of funded deeds/agreements from both State and Federal governments.
3. Identifying and working towards adding value to projects beyond initial project scope
4. Working collaboratively to increase the awareness and the capacity of the region to adapt to climate change.

Key Selection Criteria

- Well-developed project management skills, with the ability to work within tight timelines and budgets
- Familiarity with delivery of Government funded projects
- Demonstrated ability to develop sound, supportive and compassionate working relationships with key stakeholders utilising effective negotiation skills.
- Demonstrated ability to effectively work with local government, community, business and industry.
- Knowledge of regional climate change issues.
- Highly developed written and verbal communication skills including the ability to make public presentations and produce written reports
- An ability to deal with competing priorities in high pressure situations.
- Ability to be work independently and be self-guided and motivated
- Appropriate tertiary qualification in an environmental sustainability field or associated experience.

Accountability

The position is accountable to Executive Officer of the GMCA for:

- Timely, accurate and efficient production of high-quality work.
- Achievement of the key responsibility areas for the position.
- Efficient and effective project development and management.

- Effective stakeholder management.
- Adoption and implementation of safe working practices and procedures.
- Adherence to all relevant policies and procedures.

Extent of Authority

The Climate Change Project Officer is accountable for:

- Providing advice to GMCA members in relation to delivery of GMCA projects including responding to enquiries.
- Monitoring and managing project budgets including income and expenditure.
- Working with Lead Project Members to ensure efficient utilisation of in-kind contributions.
- Monitoring and reporting on the delivery of GMCA projects to Executive Officer and GMCA members.

Judgment and Decision Making

Although this position will receive guidance from the Executive Officer, project plans, funding deeds/agreements and project steering committees, the Climate Change Project Officer is required to exercise a high level of professional judgement in making decisions and advising/directing project partners and consultants.

The position requires the ability to:

- Understand the requirements and aims of funded projects and use this knowledge to make sound decisions, meet tight deadlines and balance competing priorities in high pressure situations.
- Effectively and practically provide advice to internal stakeholders and external stakeholders.
- Implement effective processes for project management.
- Determine value for money in project expenditure.

Specialist Knowledge and Skills

The Climate Change Project Officer will require a range of skills, knowledge and abilities to meet the requirements and responsibilities of the position, in particular:

- Project Management experience.
- Demonstrated ability to engage a wide variety of people and/or organisations in project delivery.
- Experience in project coordination with a large number of stakeholders and balancing stakeholder expectations.
- Confidence in public speaking and engaging significant numbers of people.
- Strong communication skills (written and oral).
- Good knowledge and understanding of climate change issues.
- Experience in basic project governance arrangements.

Management Skills

- Excellent time management skills, including the ability to set priorities, plan workloads and meet objectives to meet the work plan as developed.
- Ability to meet commitments outside of normal business hours where required and work flexible hours.
- Effective communication of new concepts and the ability to effectively engage a broad audience, including the general community, community groups, business and organisations.

Interpersonal Skills

- Commitment to working in the spirit of collaboration and partnership on climate change initiatives across the region.
- Ability to effectively liaise with project membership base, the community, stakeholders and other interested parties.
- Strong written and verbal communication skills.
- Ability to provide leadership whilst also being able to take direction.
- Ability to communicate effectively with a range of people, including the willingness to conduct seminars, workshops, information sessions, and the ability to effectively engage the media.

Qualifications and Experience

The Climate Change Project Officer should have:

- Degree qualification(s) in a relevant discipline or extensive related experience.
- Experience in project management and planning, as well as on-ground implementation in local government, industry, business or other related area.
- Proficiency in the use of office systems and equipment, including standard computer programs for office applications, and modern electronic equipment for public and classroom presentations.
- Excellent written and oral communication skills, and the ability to work collaboratively with a range of stakeholders.
- A current driver's license.

Organisational Relationships

Reports to:	GMCA Executive Officer
Supervision:	GMCA Executive Officer
Internal Liaisons:	GMCA Members, individual project members
External Liaisons:	GMCA Member organisations; Government departments Business Industry Community Consultants Other stakeholders

Other Requirements

The incumbent is required to maintain a valid driver's license and have access to a motor vehicle.

The position may involve night/weekend meetings and travelling within and outside the region.

The position will be co-located with Murrindindi Shire Council, although a home based work arrangement will also be considered.

HOW TO APPLY

Applications, including a statement addressing the key selection criteria outlined in the position description and resume, need to be received by **1700 Thursday 12th January 2023** to be considered.

Applications can be submitted via Email addressed to eo@gmca.org.au

Applications not addressing the Key Selection Criteria will not be considered.

If you experience any difficulty lodging your e-mail application, please contact Carole Hammond on 0411 544 858.