



### **POSITION DESCRIPTION**

<b>POSITION TITLE</b>	Goulburn Murray Climate Alliance - Executive Officer
<b>AWARD CLASIFICATION</b>	Enterprise Agreement, Band 8
<b>EMPLOYMENT STATUS</b>	Full Time or Job share (funded) 4 year fixed term
<b>DEPARTMENT</b>	Resource Recovery and Environment
<b>APPROVED BY</b>	Director Assets and Development
<b>DATE</b>	April 2021

### **BACKGROUND**

The Goulburn Murray Climate Alliance (GMCA) (Formally the GBGA) was established in 2007 to promote and support regional action on climate change. Members are drawn from the Goulburn Broken Catchment Management Authority, North East Catchment Management Authority, the Department of Environment, Land, Water and Planning (Hume), and thirteen regional Councils.

It is one of a network of regional greenhouse alliances across Victoria, working with Local Government and other organisations to respond to climate change through the development of a variety of projects. The GMCA promotes the opportunity for key agencies to work together collaboratively for a coordinated response to climate change issues in the Goulburn Broken and North East regions.

The Goulburn Murray Climate Alliance (GMCA) works to reduce the negative consequences and maximise opportunities for members and their communities in a future impacted by climate change.

### **PURPOSE**

To lead and facilitate the strategic development and growth of the Goulburn Murray Climate Alliance by overseeing delivery of the strategic plan; working collaboratively with the Alliance; representing & advocating for the Alliance with key government stakeholders; supporting the delivery of strategic projects and; developing and securing new funding opportunities.

## **KEY RESPONSIBILITIES AND DUTIES**

- Lead and work collaboratively with the Alliance members to set the strategic direction of the Alliance
- Facilitate the development and maintain the GMCA Strategic Plan on an annual basis
- Provide strategic/specialist advice and support to member Councils on climate change action, planning and projects
- Manage and work collaboratively with Project Leads for approved GMCA projects
- Engage, manage and work collaboratively with external consultants for approved GMCA projects
- Provide specialist advice on climate change issues and information relating to the GBGA strategic and business plans.
- Provide leadership and work collaboratively to increase awareness and the capacity of the region to adapt to climate change
- Assist with recruitment when required
- Promote the role of GMCA across the region with community and key stakeholders
- Manage GMCA communications including website and other online platforms
- Develop and maintain the annual GMCA Business Plan in consultation with the Alliance Committee
- Report to, coordinate and provide secretarial support for the GMCA Implementation Forum and Alliance Committee meetings or as requested.
- Manage the timely and accurate preparation of the annual GMCA budget for review by the Manager Resource Recovery and Environment, including monthly and annual reporting
- Maintain and review GMCA governance requirements.
- Report on the progress of the strategic plan, business plan and key projects to the GMCA Implementation Forum and Alliance Committee as required.
- Advocate on key climate change issues to all levels of government on behalf of members.
- Represent the GMCA at relevant local, regional and state forums, networks, etc.
- Attending workshops, conferences and other relevant learning forums.

## **KEY CHALLENGES**

- Maintain strong governance structures and an engaged membership
- Ensure that climate change science and policy knowledge is kept at a current and high standard
- Managing the varying needs and priorities of a diverse membership
- Managing a diverse range of climate change projects and competing timelines
- Lead cross organisational collaboration
- Adapting to a changing work environment

## **ORGANISATIONAL RELATIONSHIP**

Reports to:	Manager Resource Recovery and Environment Goulburn Murray Climate Alliance Committee Goulburn Murray Climate Alliance Implementation Forum
Supervises:	Nil
Internal Relationships:	Director Assets & Development Chief Executive Officer Executive Leadership Team
External Relationships:	Goulburn Murray Climate Alliance Committee Goulburn Murray Climate Alliance Forum Victorian Climate/Greenhouse Alliances Funding bodies Department of Environment, Land, Water and Planning Local Environmental, Community and Business Groups Sustainability Victoria Residents and ratepayers Other government agencies

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Meeting performance indicators as specified in an established Work Plan and Performance Appraisal Plan.
- Efficient and effective stakeholder engagement.
- Adhere to all relevant Council policies and procedures.
- Provide reports, analysis and advice to GMCA Implementation Forum, Alliance Committee Meetings, Council and the Executive Management Team in an accurate, effective and efficient manner, as required.
- Implement and maintain recording and reporting systems.

## **JUDGEMENT AND DECISION MAKING**

- Make decisions on all matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Establish appropriate work plans linked to the GMCA's Strategic and Business Plans.
- Facilitate decision making and negotiation with relevant partners
- Provide sound advice and recommendations to the Implementation Forum on long-term strategies, improvements in regards to climate change.
- Provide expert advice, analysis and response recommendations to emerging issues, developing trends or potential opportunities.

## **OCCUPATIONAL HEALTH & SAFETY (OHS) AND RISK MANAGEMENT**

- Manage OHS in accordance with accepted and endorsed policies and procedures, including ensuring consultative mechanisms are in place
- Comply with all policies, procedures, and directions on OHS; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public)
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.

## **SPECIALIST SKILLS AND KNOWLEDGE**

### ***Management***

- Highly developed planning and organising skills and ensuring timeframes are met for multiple concurrent projects.
- Extensive experience in managing budgets and governance standards.
- Ability to meet commitments outside of normal business hours when required.
- Ability to implement a systematic approach to innovation and continuous improvement within the Alliance.
- Extensive experience in managing ambiguity and solving problems
- Ability to efficiently manage and prioritise responsibilities to achieve GMCA objectives.
- Ability to lead, motivate, manage staff under their control.

### ***Interpersonal***

- Outstanding communication and interpersonal skills, in particular public speaking, report writing and the ability to communicate complex technical matters to a wide audience.
- Advanced ability to persuade, convince or negotiate with clients and government contacts
- Highly developed conceptual, analytical and problem-solving skills.
- Ability to lead and motivate others, including external stakeholders and Alliance Members, to achieve goals and objectives

### ***Specialist***

- Substantial Knowledge and understanding of the Local Government operating and political environment
- In depth knowledge of climate change science consensus and government policy.
- Capable of leading climate change initiatives across the region.
- Strong understanding and endorsement of the principles of probity and good governance.
- Substantial Experience in interpreting and communicating relevant government legislation, regulations, planning and development controls, and policies, particularly relating to climate change
- Substantial experience in successful project implementation and management, demonstrating the ability to deliver identified project outcomes within agreed timeframes.
- Solid experience in identifying and securing relevant State/Federal Government funding in order to deliver agreed projects or identified initiatives.
- Extensive and Diverse experience in engaging with a wide range of stakeholders and partners, communicating effectively and persuasively to ensure strategic outcomes are met.
- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.
- Adherence to the relevant policies and procedures as provided by Murrindindi Shire Council.
- Victorian Driver Licence

### ***Physical***

- Ability to drive for extended periods

## **KEY SELECTION CRITERIA**

1. Qualifications and/or extensive experience in relevant areas such as sustainability/energy/climate change.

2. Extensive experience and ability to successfully facilitate networks, alliances or other cooperative arrangements to achieve quality results and negotiating conflicting priorities.
3. Demonstrated project management experience which incorporates forward planning, continuous improvement and a record of achieving of strategic objectives.
4. Demonstrated ability to persuade, convince or negotiate with a variety of internal and external stakeholders in order to achieve prescribed goals or negotiated outcomes
5. Outstanding interpersonal skills and behaviours, incorporating verbal and written communication and presentation skills.