



Position description

About the North East Catchment Management Authority

The [North East Catchment Management Authority](#) (CMA) is one of ten authorities established by the Victorian Government in July 1997. There are currently 9 catchment management authorities across Victoria. The CMA is tasked with the integrated management of land, water, biodiversity, and community assets within the North East region of Victoria.

The CMA covers a diverse area including river systems, forests, agricultural land, and urban areas and operates with the vision of diverse, healthy and connected landscapes and communities. The CMA works with Traditional Owners / First Nations Peoples, community, government and funding organisations to support the protection, transformation and adaption of landscapes.

The North East CMA has a set of values that underpin everything that they do. These are: respect, flexibility, integrity, accountability and collaboration.

Position details

Position title	Manager Strategy and Partnerships		
Enterprise Agreement	North East Catchment Management Authority		
Classification	Senior Executive Officer (SEO)		
Salary	\$124,718.56 (TRP)		
Employment type	Full Time, (negotiable)		
Team	Business and Partnerships		
Location	Wodonga, Tallangatta or Everton		
Reports to	Manager Business, Strategy and Investments		
Direct reports	Up to 5	Indirect reports	1
Purpose of position	<p>The Manager Strategy and Partnerships leads a team that provides high level advice, coordination and organisation-wide support, working with the Board, Executive Leadership Team, staff and stakeholders in implementing the North East Catchment Management Authority's (CMA) purpose and achieving its vision.</p> <p>The purpose of this position is to ensure the successful development of organisation-wide strategies and plans, and to ensure that project and program planning is supported, including the development of new business opportunities. The role ensures that appropriate monitoring systems are in place to track the implementation of plans and ensures effective evaluations are undertaken that will inform decision making.</p> <p>This position facilitates the development of effective partnerships, specifically with First Nations groups, community groups, such as Landcare groups, research institutes and other Government departments and agencies, and ensures the effective implementation of the North East Victorian Landcare Grants Program.</p>		

Key responsibility areas

- Provide leadership to the Strategy and Partnerships Team and effectively manage the performance of direct reports.
- Ensure a high standard of organisation-wide and program/project level strategy development, planning, performance monitoring, reporting and evaluation is achieved. Key documents include the North East Regional Catchment Strategy, North East Regional Waterway Strategy, Corporate Plan, Annual Business Plan and the Annual Report.
- Oversee investment coordination and new business development, including the inclusion of North East CMA's participation in assisting businesses and organisations to achieve nature positive outcomes. for initiatives identified in the North East Regional Catchment Strategy.
- Oversee the successful implementation of the Regional Landcare Coordinator project, the North East Victorian Landcare Grants, and Aboriginal Water Officer project.
- Manage the 'Strengthening local and regional. partnerships' project, including coordination of the North East NRM Partners Forum.
- Facilitate positive partnerships with relevant stakeholders, including Traditional Owners and First Nations people, land managers, Landcare and community groups, and government agencies.
- Participate in relevant state and national forums.

Classification descriptors

Accountability and extent of authority	<ul style="list-style-type: none">• Positions at this level are accountable for the successful delivery of specific programs, projects, or functional areas within a business unit. Their work supports the achievement of NECMA's strategic objectives and business unit goals.• Managers have a degree of autonomy to manage resources, make operational decisions, and deliver outcomes within agreed frameworks, policies, and budgets.• Decisions made at this level impact the operational success of their functional area and contribute to the overall performance of the business unit.• They provide recommendations to Business Unit Managers on policy development, program delivery, and operational improvement, with their work influencing unit-level planning and execution.
Judgement and decision making	<ul style="list-style-type: none">• These roles require sound judgment and decision-making to solve defined or emerging problems and implement functional area strategies.• Responsible for identifying and assessing options to improve processes, resolve issues, and achieve defined objectives.• Advice provided by Managers at this level supports Business Unit Managers in making informed decisions and ensuring operational alignment with broader organisational goals.

<p>Specialist knowledge and skills</p>	<ul style="list-style-type: none"> • Advanced strategic planning skills, with proven ability to develop, monitor, and evaluate high-impact strategies to achieve organisational objectives. • Expertise in identifying, understanding and analysing industry trends to inform strategic decision-making. • Advanced skills in relationship management, including identifying, developing, and maintaining strategic partnerships that align with the organisation’s objectives. • Advanced analytical skills, including the use of data-driven insights to support strategic recommendations and evaluate partnership performance. • Highly developed negotiation skills, capable of navigating complex agreements to secure mutually beneficial outcomes. • Strong communication skills, including the preparation of funding bids, strategic plans and project plans; and presentation abilities to effectively articulate strategic vision and influence executive leadership and stakeholders. • Strong project management skills, with the ability to oversee complex projects with multiple delivery partners and a diverse range of stakeholder groups. • Financial acumen, including a strong understanding of financial principles, including profit and loss management, budgeting and financial forecasting.
<p>Management skills</p>	<ul style="list-style-type: none"> • Managers lead smaller, focused teams or specialist staff, ensuring effective performance, collaboration, and delivery of functional or program outcomes. • Strong management skills are needed to coordinate people, resources, and processes to achieve objectives within set timeframes and budgets. • They are expected to support change initiatives, promote team engagement, and foster a positive and productive work environment. • Positions require strong interpersonal skills to effectively engage with team members, peers, and external stakeholders in delivering outcomes. • Managers need to collaborate with Business Unit Managers and other colleagues to align their functional area’s work with unit and organisational priorities. • They must demonstrate the ability to influence, negotiate, and build productive relationships with internal and external stakeholders.

Interpersonal skills	<ul style="list-style-type: none"> • Positions require strong interpersonal skills to effectively engage with team members, peers, and external stakeholders in delivering outcomes. • Managers need to collaborate with Business Unit Managers and other colleagues to align their functional area's work with unit and organisational priorities. • They must demonstrate the ability to influence, negotiate, and build productive relationships with internal and external stakeholders.
Qualifications and experience	<ul style="list-style-type: none"> • Bachelor's degree or equivalent high-level professional development in related field such as Natural Resource Management, Environmental Management, Public Policy, Strategy or Business. • Substantial experience (usually 5+ years) in a relevant field such as strategy, engagement or partnerships, including team or project leadership, is essential. • A proven track record of delivering outcomes in operational or specialist areas is required.
Key selection criteria	<ul style="list-style-type: none"> • Proven success in developing and implementing strategic and operational plans aligned with organisational goals. • Demonstrated ability to build and sustain effective partnerships with diverse stakeholders, including strong interpersonal skills fostering collaboration within and outside the organisation. • Demonstrated ability to manage people, provide leadership and work effectively as a member of a high performing team. • Excellent written and verbal communication skills, including the ability to produce professional reports, proposals and deliver presentations to diverse audiences. • Understanding of financial principles, budget management and resource optimization, including the use of a range of business systems. • Proficient use of data and analytics to inform strategic decisionmaking and measure outcomes.
Mandatory requirements	<ul style="list-style-type: none"> • A current (no older than 3 months) National Police Check (this will be arranged via North East CMA for the successful applicant). • A current employee Victorian Working with Children Check. • A North East CMA medical declaration and drug and alcohol declaration. • An unencumbered Australian driver's licence.

Additional information

<p>Risk</p>	<p>The North East CMA seeks to maintain and develop a positive risk culture where every employee believes that thinking about and managing risk is part of their job. The Board and Management will play a key role in fostering a positive risk culture through their focus and actions.</p> <p>The training of employees in risk management and the application of the Risk Management Framework will further ensure the development of a positive risk culture.</p> <p>North East CMA seeks to ensure that risk management is seen as an opportunity and its application will assist it to meet its objectives through incorporation into decision making.</p>
<p>Workplace health & safety</p>	<p>The North East CMA holds employee safety in the highest regard. All employees are expected to diligently understand and comply with their duty of care in the context of WHSE policies, procedures, training and instruction. Fundamental WHSE expectations of employees are to:</p> <ul style="list-style-type: none"> • follow reasonable instruction • cooperate with their employer • at all times, take reasonable care for the safety of others in the workplace • North East CMA is a COVID-19 safe workplace
<p>Diversity and inclusion, and equal employment opportunity</p>	<p>The North East CMA welcomes applicants from a range of backgrounds and experiences and aims to attract diversity with a focus on genuine and essential requirements of the job, that are consistent and fair to all applicants.</p> <p>The North East CMA has established processes to ensure that the public sector values and principles are adhered to, and all employees have the responsibility to understand and maintain:</p> <ul style="list-style-type: none"> • the Victorian Public Sector Values • the Victorian Public Sector Code of Conduct for public sector employees • the Victorian Charter of Human Rights and Responsibilities Act • associated North East CMA policies and procedures
<p>Supporting positive work/life balance</p>	<p>All positions at North East CMA can be worked flexibly by arrangement. This underpins our adaptive and high-performing workforce. The scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the recruiting manager during the recruitment process.</p>

Organisational accountabilities and responsibilities	North East CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and policies and procedures (as updated and amended from time to time)
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Declaration

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the organisation as detailed in the position description.

Employee name			
Employee signature		Date	
Manager name			
Manager signature		Date	