

# Goulburn-Murray Water Position Description

## Catchment Program Manager – Position Number WDS204

|  |   |
|--|---|
| <b>Role Purpose:</b><br>The Catchment Program team delivers and integrates externally funded catchment programs with the provision of Goulburn-Murray Water (GMW) surface and subsurface drainage services. The Catchment Program Manager will manage all the activities of the Catchment Program Team and external resources to deliver Government, Murray-Darling Basin Authority (MDBA), Catchment Management Authority (CMA) and Goulburn-Murray Water (GMW) drainage and salinity programs in collaboration with relevant stakeholders. |   |
| Reports to (title)   | Manager Asset Planning Water Delivery   |
| Classification / Band  | Band E  |
| Allowances   | GMW mobile phone  |
| Employment Status  | Ongoing – Full time<br>GMW considers every role flexible where this can still deliver the required business outcomes, this could include but is not limited to part-time or job share.  |
| Location   | Tatura  |
| Position Contact   | Raj Mahendrarajah – Manager Asset Planning Water Delivery – 0461 386 587  |
| Key skills, Qualifications & Experience required   | <b>Key Skills &amp; Experience</b> <ul style="list-style-type: none"> <li>- Degree or equivalent qualification in relevant engineering or science discipline.</li> <li>- Experience in customer and stakeholder engagement</li> <li>- Leadership experience</li> </ul> <b>Desired</b> <ul style="list-style-type: none"> <li>- Experience in project/program management</li> <li>- Knowledge and understanding of land and water management and surface and subsurface drainage.</li> </ul> |
| Other Requirements   | Police check<br>Australian Drivers Licence<br>Australian Working Rights   |
| Approver/Approval Date   | Kat Heier – HR Business Partner – March 2025  |

| Key Result Areas                       | Key Responsibilities  | KPIs  |
|--|---|---|
| Sustainable business, viable customers | <ul style="list-style-type: none"> <li>• Manage GMW drainage and salinity programs and projects including CMA-funded drainage, salinity and groundwater management programs.</li> <li>• Provide technical and operational advice to GMW drainage, salinity and other natural resource programs</li> <li>• Manage contracts for projects including the preparation of project briefs, tender and contract documentation and evaluation and supervise consultants in accordance with GMW occupational health and safety (OH&amp;S), environmental and other statutory requirements.</li> <li>• Monitor and review performance of the drainage and salinity programs regularly to ensure program objectives are achieved.</li> <li>• Develop and manage the budget reporting processes for drainage and salinity programs with diverse funding sources including GMW's capital works</li> <li>• Identify and deliver sustainable cost reductions through continuous improvements and change</li> </ul> | <ul style="list-style-type: none"> <li>• Work undertaken without impact on customer water delivery obligations.</li> <li>• Expenses and forecasts avoid exceeding the budget for relevant programs.</li> <li>• Compliant with procurement policies/procedures.</li> <li>• All works delivered to program schedule and budget</li> </ul> |

|   |  |  |
|---|--|--|
| Safe, skilled, engaged people   | <ul style="list-style-type: none"> <li>• Manage professional and operational staff, contractors and consultants undertaking investigations and operations</li> <li>• Leadership of the Catchment Program team in work planning, performance management, and professional development.</li> <li>• Coach, mentor and guide team members proactively and as required.</li> <li>• Develop individual roles within the team and establish development plans for team members in support of succession management</li> </ul> | <ul style="list-style-type: none"> <li>• Provide and receive feedback from staff.</li> <li>• Provide leadership that is visible, proactive and consistently communicates fulsome messages to staff</li> <li>• Clear expectations and commitments given to staff</li> </ul>   |
| Satisfied customers, trusting partners  | <ul style="list-style-type: none"> <li>• Provide high level professional and program management support to the Authority, government agencies and to internal and external forums in relation to drainage and salinity issues</li> <li>• Manage complex liaison with other GMW Work Units, Government Agencies and external regional stakeholders on the management and operation of GMW drainage &amp; salinity programs, works and asset renewal programs across a large geographic area</li> </ul>                  | <ul style="list-style-type: none"> <li>• Customer feedback</li> <li>• Stakeholder feedback</li> <li>• Provision of consistent, timely and authoritative advice</li> </ul>  |
| Procedures/Policies & Reporting   | <ul style="list-style-type: none"> <li>• Contribute to the development of Regional, State, and MDBA policies, strategies and programs</li> <li>• Review and develop corporate policies and objectives and provide advice on operations and service delivery as required.</li> <li>• Provide reports (e.g. progress reports, milestone report, financial report etc.) related to the programs to Basin, State and regional stakeholders as per their requirements in timely manner.</li> </ul>                          | <ul style="list-style-type: none"> <li>• Long-term plans in place to mitigate quantity, quality and environmental risks</li> <li>• GMW policies and procedures adhered to</li> <li>• Best practice and defensible methodologies utilised</li> </ul>  |
| <i>Note: Other duties and responsibilities may be required as reasonably directed</i>   |  |  |
| <b>Mandatory Key Result Areas for all GMW positions</b>   |  |  |
| Safety  | <ul style="list-style-type: none"> <li>• Comply with all GMW OH&amp;S standards, policies and procedures</li> <li>• Contribute to the continuous improvement of HSE systems by consulting with staff and passing on recommendations to improve the system to the HSE Team</li> </ul>   | <ul style="list-style-type: none"> <li>• Investigate and close out incident and hazard reports on time</li> <li>• Workplace inspection findings corrected</li> <li>• Internal Audit finding actions corrected</li> <li>• All staff mandatory training completed</li> <li>• Safety meetings conducted with actions completed</li> </ul> |
| Policies  | <ul style="list-style-type: none"> <li>• Adhere to GMW policies and procedures</li> <li>• Stay up-to-date on all GMW policies</li> <li>• Ensure all GMW policies are promulgated and adhered to</li> <li>• Advise on potential changes to policies as required by local conditions</li> <li>• Ensure all policies are communicated to, and understood by, the team</li> </ul>  | <ul style="list-style-type: none"> <li>• Audit results (internal)</li> <li>• Numbers of issues escalated through team not adhering to policies</li> </ul>  |
| <b>Key Relationships</b>  |  |  |
| All GMW employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience. |  |  |
| <b>Internal</b>   |  | <b>External</b>  |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Strategy and Service Planning</li> <li>• Water Delivery Services</li> <li>• Infrastructure Delivery Services</li> <li>• Business and Finance</li> <li>• Customers and Stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>• Customers, local community and funding agencies</li> <li>• State Government, Commonwealth Government, Local Government, Catchment Management Authorities and environment authorities</li> </ul> |
|--|--|

### Behaviours and Values

*All employees are required to demonstrate GMW's values through their work and their dealings with internal and external customers. Behaviours must also align with the values and with GMW's strategic pillars below:*

### Our Vision

'Water for a thriving Northern Victoria'

### Our Purpose

'Working together to deliver sustainable, efficient and adaptive water services'

### Strategic Pillars

#### Working with our customers and communities

To deliver reliable and affordable services for our current and future customers, while working with partners and stakeholders to influence and enhance regional outcomes.

#### Embracing Technology and Innovation

To enhance customer experience, drive operational efficiency and productivity

#### Investing in our people

To drive a culture of achievement and innovation that fosters the workforce of the future, and supports an ongoing focus on safety and wellbeing

#### Adapting out services and leveraging our assets

To support the needs of the region and our customers in the context of changing communities, markets and climates



Excellence



Honesty



Accountability



Courage



Caring