



## Merri Creek Management Committee Inc.

### Position Description: EXECUTIVE OFFICER

Classification	Band 8 (in accordance with MCMC EBA)
Salary	In accordance with MCMC's EBA 2022: from Band 8A - \$1799.97/week or \$93,598.60 per annum to Band 8D - \$1977.59/week or \$102,835 per annum full-time or pro rata part time
Status	Permanent, after 6 month probationary period
Hours	35 hours per week, including some after-hours meetings. Potential for part time.
Location	Office: 2 Lee Street, Brunswick East. Working remotely is available in accordance with MCMC's EBA
Updated	April 2023

### ABOUT MERRI CREEK MANAGEMENT COMMITTEE

Merri Creek Management Committee (MCMC) is a not-for-profit incorporated association established in 1989. Its primary purpose is to ensure the preservation of natural and cultural heritage, and the ecologically sensitive restoration, development and maintenance of the Merri Creek and tributaries, their corridors and associated ecological communities. MCMC acknowledges that the Merri Creek flows through the cultural landscape of the Wurundjeri and that recognition, reconciliation and engagement with Aboriginal people is necessary to achieve its primary purpose.

MCMC members are all the Councils in the Merri Creek catchment: Darebin, Hume, Mitchell, Merri-bek, Whittlesea and Yarra; plus community groups, the Friends of Merri Creek and the Wallan Environment Group.

Recurrent funding and contracts from member municipalities are major sources of income for MCMC. Additional funds come from State and Federal grant programs, competitively won tenders, other contracts, grants from philanthropic organisations and public donations. In 2021-22 total income was over \$2,000,000.

More information about MCMC's structure, programs and staff work groups is provided in the Appendices.

## **POSITION OBJECTIVES**

- To lead and manage the MCMC and its staff effectively and efficiently, towards achievement of MCMC's Purposes and the implementation of the current Strategic Plan.
- To lead a committed and healthy staff team, and ensure adherence to safe working practices.
- To build and maintain collaborative relationships with MCMC's member organisations and other stakeholders in the conservation and restoration of creek corridor environs.
- To ensure the provision of sound advice to the MCMC Committee of Management, its sub-committees and member organisations.

## **KEY RESPONSIBILITIES AND DUTIES**

### **1. Budgeting, program management and reporting**

As well as overall responsibility for managing the MCMC budget, the Executive Officer has specific responsibility for MCMC's Planning & Coordination budget, the Catchment Program budget and the Administration/Overhead expenses. MCMC's wide range of funding sources expect, and receive, a high degree of accountability and reporting for grant expenditure and contract work undertaken.

#### **1.1 Program budgeting and funding**

- Ensure delegated staff pursue funding opportunities including preparation of accurately costed submissions for grants, contract tenders and fee-for-service and where necessary, take an active and direct role in pursuit of such funds.
- Prepare annual MCMC budgets and update the projected budget on a quarterly basis (or more frequently as required).
- Ensure timely and accurate invoicing for works undertaken.
- Advise on expenditure and manage reporting for the Merri Creek Environment Fund, MCMC's tax deductible gift recipient fund.

#### **1.2 Project management and reporting**

- Oversee the satisfactory completion on time and within budget of MCMC projects and works.
- Maintain a strong customer focus for MCMC and ensure good value for money in fee-for-service work

#### **1.3 Program reporting**

- Ensure accountable program expenditure for MCMC's annual audit.
- Ensure the preparation of required reports to Councils and other clients, providing the necessary account of delivery outcomes and expenditure of funds.
- Coordinate and prepare Planning & Coordination reports for, and attend meetings of, the MCMC Committee of Management and its sub-committees.

## **2. Supervision, staff development and training**

- Lead and manage the organisation in a manner that maintains high levels of staff morale and motivation.
- Complete performance reviews annually for all staff members who report directly to this position.
- Ensure the delivery of training to develop and maintain high levels of skills in all staff.
- Ensure staff position descriptions and band classifications accurately reflect current work requirements.
- Ensure compliance with provisions of MCMC's EBA and facilitate development of any new Agreement.
- Oversee staff recruitment.

## **3. Occupational Health and Safety**

- Convene regular meetings of MCMC's Occupational Health and Safety Committee.
- Ensure that all staff work in a safe and responsible manner in compliance with the Victorian Occupational Health and Safety Act 2004, and any other legislative and policy requirements regarding personal and public safety.

## **4. Strategic advice and advocacy**

- Oversee the preparation of MCMC responses to activities which potentially impact on the values of the Merri catchment waterway corridors including statutory and strategic planning proposals and other major infrastructure development. Ensure that appropriate and sound ecological, heritage, amenity and planning advice is utilised in the preparation of these responses.
- Oversee, lead or participate in relevant stakeholder partnerships and collaborations for protection and improvement of waterways and biodiversity in the Merri catchment. Where appropriate, delegate this responsibility to other staff.
- Ensure MCMC advocates strongly for improvements to waterway health and biodiversity, guided by priorities in the MCMC Strategic Plan.
- Ensure MCMC utilises sound advice in the development or revision of MCMC strategies aimed at conserving and restoring creek corridor and waterway environs

## **5. Executive functions**

- Manage the MCMC in accordance with its rules and policies, and relevant legislation.
- Oversee and ensure the implementation and renewal of MCMC's Strategic Plan and any other relevant guidance documents.
- Ensure effective and efficient committee and administrative processes.
- Maintain regular communication with MCMC's President, Secretary, and Treasurer.
- Ensure development and review of MCMC policies and procedures.
- Ensure production of a high-quality annual report.

## 6. Communications and promotion of MCMC

- Represent the MCMC via the media, publications, conferences and meetings.
- Maintain positive community relations and effective promotion of MCMC with members and external bodies including industry and commerce, all levels of government, community groups, education institutions, and relevant authorities.
- Ensure relevant - information about MCMC and Merri Creek is produced and distributed.
- Ensure development and maintenance of MCMC's website and other communications.

## 7. Liaison

Build and maintain effective working relationships characterised by mutual respect, co-operation and honesty with:

- All MCMC staff
- Member organisations of MCMC, especially the member representatives on MCMC's Committee of Management
- Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and any other relevant Indigenous organisations
- Staff of state departments, agencies and stakeholders engaged in related work, including other waterway organisations
- Community groups and members of the public interested in and /or involved in Merri Creek protection and restoration

## REPORTING RELATIONSHIPS

This position reports to	MCMC Committee of Management via Executive Sub-committee
Positions reporting to this position	Ecological Restoration Manager, staff of Catchment Program, Administration, and Planning & Coordination groups

## SALARY & CONDITIONS

### Salary

Salary will be in accordance with Band 8 of MCMC's EBA.

### Superannuation

The provisions of the Superannuation Guarantee and MCMC's EBA apply.

### Leave

All leave will be taken in accordance with MCMC's EBA.

### Hours of duty

For a full-time position, standard hours of duty (70 hours per fortnight), nine-day fortnight in accordance with MCMC's EBA.

### **Other conditions**

- Appointee will not engage in any trade, profession or business that would create a conflict of interest in carrying out the duties of the position nor carry out private work during normal business hours.
- Agreement to abide by requirements of all MCMC policies and procedures.
- Termination of employment is as provided in MCMC's EBA.

### **Other relevant Information:**

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six-month period of employment, which includes a three-month probationary period.

Requirements for the position:

- proof of Australian Citizenship or residency status (including at least a birth certificate or passport),
- proof of identity (Medicare card and/or current driver's licence)
- a satisfactory Police Check result prior to an offer of employment being made
- a Working with Children Check
- current First Aid Certificate
- Driver's licence
- Well-developed computer skills, particularly in relation to Microsoft Office applications.

## **SELECTION CRITERIA**

### **Essential<sup>1</sup>:**

- Demonstrated commitment to environmental protection and ecological restoration.
- Degree in natural resource management, ecological or environmental sciences or similar. Or tertiary degree and very substantial experience working in one or more of the above areas.
- Demonstrated ability and experience in managing, leading, motivating, and developing staff to create a positive, outcome-focussed and performance-orientated culture.
- Substantial experience in preparation and management of budgets, and management of contracts and complex projects.
- Highly developed written and oral communication skills, and the ability to collaborate effectively and negotiate with a diverse range of stakeholders.
- Demonstrated ability to equitably and effectively work with people with a diversity of ethnicity, gender, abilities, and skills.

### **Desirable:**

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<sup>1</sup> All Essential selection criteria must be addressed in responding to the advertised vacancy.

- Knowledge of catchment management, stream health, conservation principles and Victorian statutory and strategic land use planning systems
- Substantial knowledge of current policies and strategies affecting waterway management
- Substantial experience in waterway or other environmental management
- Experience working with government
- Experience working with community groups and not-for-profit organisations
- Good knowledge of the Merri Creek catchment
- Sound knowledge of appropriate safety procedures and Occupational Health & Safety requirements

## **Appendix**

MCMC Committee, Sub-committees & Members

Staff Organisation and Roles

MCMC structure diagrams

## APPENDIX 1

### MERRI CREEK MANAGEMENT COMMITTEE

#### COMMITTEE, SUB-COMMITTEES & MEMBERS

Merri Creek Management Committee is a not-for-profit incorporated association. Current members of the Committee are:

- Darebin City Council,
- Hume City Council,
- Mitchell Shire Council,
- Merri-bek City Council,
- Whittlesea City Council,
- Yarra City Council,
- Friends of Merri Creek Inc,
- Wallan Environment Group Inc. (*formerly Friends of Wallan Creek*)

These member groups provide representatives (directors) to the Committee of Management, which meets quarterly, as follows:

- Two representatives each from the Councils of Darebin, Hume, Merri-bek, Whittlesea, Yarra City and Mitchell (by convention one council officer and one Councillor);
- Six representatives from the Friends of Merri Creek;
- One representative from the Wallan Environment Group.

The Committee of Management currently has five standing Sub-Committees:

- Executive Sub-Committee (officer bearers) – meets nine times a year;
- Finance Sub-Committee (treasurer, accountancy expert, ex-officio: Executive Officer & Finance Officer) – meets quarterly;
- Merri Creek & Environs Strategy Implementation Sub-Committee (council officers & Friends of reps) - meets as needed;
- Merri Creek Environment Fund Sub-committee – meets at least twice yearly;
- Vegetation Protection & Restoration Advisory Committee – meets as required.

The Merri Creek Environment Fund, a tax -deductible gift fund, administered by Merri Creek Management Committee, has its own sub-committee members, who are responsible for administering the Fund.

The management structure and staffing arrangements of the Merri Creek Management Committee are described in Appendix 2 and in a structure diagram in Appendix 3.

# MERRI CREEK MANAGEMENT COMMITTEE

## STAFF ORGANISATION & ROLES

Merri Creek Management Committee (MCMC) staff are grouped into four work areas which are separately budgeted cost centres: Ecological Restoration, Catchment, Planning & Coordination, Administration.

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### *Administration*

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MCMC's Executive Officer is responsible for supervising MCMC's administration staff. These staff include the Finance Officer (0.5), responsible for payroll, accounts, invoicing and financial analysis; the Administration Officer (0.5); and the IT Manager (0.5). MCMC's Finance Officer also provides payroll services and accounts management services to other organisations on a minor contract basis.

In addition to the usual suite of administrative tasks, the Admin Officer is responsible for taking minutes for the MCMC Committee of Management

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### *Planning and Coordination*

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MCMC's Executive Officer is directly responsible for MCMC's planning & coordination role, supported by the Manager of the Ecological Restoration Program (0.2), Catchment Program Coordinators (0.1), and the Strategic Projects Officer (who combines this role with that of IT Manager) (0.1). The Strategic Projects Officer supervises the Upper Merri Landcare Facilitator who works one day per week.

MCMC's planning & coordination role also includes the provision of information and publicity for MCMC and Merri events. This is provided by the Information Officer (0.4).

A specialist planning consultant and a specialist biodiversity consultant are contracted to assist the Executive Officer with MCMC's responses to statutory and strategic planning matters. These consultants are directly responsible to the Executive Officer.

In addition to responding to statutory and strategic planning matters, MCMC's planning & coordination role includes preparation of submissions to state and local government strategies and plans, representation on stakeholder and community reference groups for major infrastructure developments and other state and local government initiatives in the areas of waterway health, biodiversity and open space, and liaison with key stakeholders and agencies with an interest in Merri Creek and MCMC.

It also involves the development and implementation of strategies, policies and guidelines pertinent to the Merri catchment such as the MCMC Strategic Plan and the Merri Creek and Environs Strategy.

At times MCMC also coordinates specialised projects where grant or other funding is available. These projects, which have recently included masterplanning for southern Merri Growling Grass Frog populations and the development of signage for the new marran baba Merri Creek Parklands, are supervised by the MCMC Executive Officer and undertaken by consultants or specific staff appointed to undertake these projects.



## APPENDIX 2

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### *Ecological Restoration Program*

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Management of the Ecological Restoration Program is the direct responsibility of the Program Manager. Key support for this role is provided by the Program Coordinator and the Program Officer.

MCMC's Ecological Restoration Program is responsible for ecological management works (restoration and revegetation) at more than 80 sites along Merri Creek and its tributaries, Aitken, Central and Edgars Creeks, reaching from the inner Melbourne suburb of Clifton Hill to rural Donnybrook. It also manages a range of sites beyond the Merri catchment.

In addition, the Ecological Restoration Program undertakes mapping of significant species and weeds, habitat hectare assessments, fauna surveys, and development of vegetation management plans for specific areas.

Community involvement is integral to MCMC's approach and in any one year up to 30 community activities are organised including planting, weeding, mulching, seed harvesting, walks and plant identification, many in partnership with the Friends of Merri Creek and other 'Friends' groups.

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### *Catchment Program*

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Management of the Catchment Program is the direct responsibility of the MCMC Executive Officer.

The two part-time staff of MCMC's Catchment Program are responsible for the development and delivery a range of community-based education and engagement programs focussed on waterway health and biodiversity. Ongoing programs include the Waterwatch Program, Litter Clean-ups, Storming for Cleaning Water – a stormwater education program for Whittlesea Council, and Learning Grounds – a schools' indigenous gardens program.

The Waterwatch program also includes community river health monitoring and data analysis of waterway condition. Community monitors are supported by the Waterwatch Coordinator.

At any one time a range of additional education programs will be undertaken, subject to specific funding sourced from grants, contracts and fee-for-service. In recent years particular emphasis has been given to Nature Play projects for Early Years Centres and educative projects in partnership with the Wurundjeri Woiwurrung Cultural Heritage Aboriginal Corporation.

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### *Merri Creek Environment Fund*

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The Executive Officer is responsible for promoting the Merri Creek Environment Fund and for convening meetings of the Sub-committee which administers the Fund. The Sub-committee determines expenditure of the Fund's monies, with advice from the Executive Officer and consistent with the MCMC's primary purpose, and directs an annual mid-year fundraising appeal.

APPENDIX 3 MERRI CREEK MANAGEMENT COMMITTEE – STRUCTURE DIAGRAM

