



## Darebin Creek Management Committee

### Executive Officer

#### Position Description

Title:	Darebin Creek Management Committee Executive Officer
Position Grade:	Band 8
Salary:	\$115,956 -129,597 per annum
Status:	Three-year contract renewable, full time or part-time
Hours:	38 hours per week
Location:	Darebin Parklands (Separation Street, Alphington)
Date:	19 <sup>th</sup> April 2023

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#### About Darebin Creek Management Committee:

Darebin Creek Management Committee (DCMC) is a not-for-profit organisation whose purpose is to maintain, promote, protect and conserve the health of the Darebin Creek Corridor. DCMC is governed by a Board composed of representatives from the four Local Government Areas that border the creek as well as major private landholder Latrobe University and community groups Friends of Darebin Creek and Friends of Darebin Parklands. The DCMC currently consists of a Coordination Division (3 staff) and Parklands Division (2 staff).

***Darebin Creek Management Committee values Collaboration, Accountability, Respect and Integrity.***

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#### Position Objectives:

The position is responsible for overseeing the day-to-day management of the Darebin Creek Management Committee (DCMC) and its staff. The Executive Officer will serve as the primary connection between the DCMC Board and the DCMC staff.

**Reporting Relationships:****This Position Reports To:**

DCMC Board

**Positions Reporting To This Position:**Senior Ranger  
Darebin Creek Coordinator**Internal Relationships:**DCMC Board and Subcommittees DCMC  
Staff and contractors**External Relationships:**Local community groups and organisations  
State and local conservation and  
environment associations  
Local residents  
Federal and State Government departments

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**Key Responsibilities and Duties:****Management**

- Management and supervision of DCMC staff including work practices in line with relevant DCMC policies and work plans.
- Oversight of all activities undertaken by DCMC staff.
- Regular consultation with the DCMC Executive (President, Vice President and Treasurer)

**Strategic Focus**

- Play a key role in setting key strategic directions for the Darebin Creek Corridor and Darebin Parklands.
- Understanding and awareness of broad ranging strategies, trends and thinking that shape the future use of the natural ecosystems.
- Provide leadership and advocacy in the development of strategies and policies for management of the Darebin Creek Corridor and Darebin Parklands.
- Advocate for environmental education, conservation and preservation of habitat.
- Engage with key stakeholders including state and local governments, private companies and community to promote, celebrate and conserve the Darebin Creek Corridor and Darebin Parklands.

**Operational Focus**

- Overall coordination of the DCMC staff to ensure effective service delivery.
- Provide support, guidance and direction to DCMC staff.
- Liaise with the DCMC Board to ensure that the right type and level of information is effectively communicated.
- Provide direct support to partner organisations and community groups.
- Review and recommend changes to ensure effective and efficient progress towards meeting DCMC's statutory and strategic goals.
- Oversee and apply for grants to secure funding for environmental education, infrastructure and conservation.

## **Planning and Policy Development**

- Reviewing, revising and putting into action policies, practices and procedures that will ensure effective and efficient functioning of DCMC as well as to achieve DCMC's strategic goals
- Continuous monitoring and improvement of service delivery and scope to improve service development and standards.

## **Communication/Liaison**

- Ensure effective communication with key stakeholders including funding bodies, state government asset owners and service providers.
- Navigate and negotiate relationships with community members, park users and landowners.
- Coordinate promotion, marketing, and communication regarding DCMC works and programs.

## **Financial Management and Monitoring**

- Development of annual budgets in line with DCMC's financial planning process.
- Effective monitoring of annual budgets to ensure targets are met.
- Coordination of applications for all grants and subsidies that may be available and to which DCMC is eligible through State, Commonwealth and other authorities.

## **Accountability and Extent of Authority**

The position is accountable to the DCMC Board and is responsible for achieving and maintaining a high level of efficiency and effectiveness in the management and operations of DCMC staff.

- Accountable for the overall management of DCMC staff including human resources and financial management.
- Accountable for the satisfactory completion on time and budget of agreed and specified projects.
- Accountable for the collation, research, and analysis of data for projects in order to prepare future forward planning and policy recommendations, reports and presentations to the DCMC Board and stakeholders.
- Accountable to make decisions under delegation and within the parameters of the role, as agreed with the DCMC Board.

## **Judgement and Decision Making:**

- The position is able to determine appropriate courses of action and to make decisions in consultation and with support from the DCMC Board.
- Annual business planning in line with DCMC's service plans with guidance and support from the DCMC Board.
- The ability to interpret relevant legislative, budgetary, political and industry requirements to specific tasks or issues.
- Demonstrated experience in community engagement, including facilitating negotiations, problem solving, and relationship management and advocacy skills.

## **Specialist Skills and Knowledge:**

- Demonstrated knowledge and understanding of not for profit organisations, Local Government and/or conservation organisations.
- Ability to take initiative and achieve outcomes to resolve issues in collaboration with both

internal and external stakeholders.

- Demonstrated ability to analyse complex sets of information and identify the best course of action.
- Ability to achieve specific and set objectives within strict timelines and conflicting pressures.
- Understanding of broad community issues and capacity to work effectively with a diverse community.
- Highly developed written and verbal communication skills including discretion and judgment in working within a small organisation.

#### **Management Skills:**

- Demonstrated capacity to plan, prioritise, and organise work, both on an individual and team basis within set timelines.
- Ability to manage competing needs and effective dispute resolution capability.
- Strong time management skills.
- Establish and maintain productive relationships and partnerships with internal and external stakeholders including state and local government.
- Ability to adapt to and support the implementation of change.
- Ability to develop and maintain strong and professional relationships with relevant stakeholders.
- Understanding of, and ability to assist in implementing personnel practices for teams including equal opportunity, privacy, health and safety, and team development.

#### **Occupational Health & Safety**

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.
- It is the responsibility of all employees to ensure that their work practices reflect the appropriate risk management and OH&S principles and policies.

**Other duties as directed within the skills and capabilities of a position at this level.**

#### **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.

The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), and proof of identity, (Medicare card and/or current driver's licence).

This position requires a satisfactory Police Check result prior to an offer of employment being made.

Darebin Creek Management Committee is an equal opportunity employer. We value diversity and encourage applications from Aboriginal people, people with disabilities and culturally and linguistically diverse backgrounds. Reasonable adjustments can be negotiated.

### **Qualifications, Certificates, Licences, and/or Experience:**

A tertiary qualification in management, environmental science, environmental planning (or related discipline) **and/or** relevant experience in the not for profit / local government sector.

A current Victorian Driver's Licence.

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### **Key Selection Criteria:**

**(All numbered Key Selection Criteria must be addressed in response to the advertised vacancy. Please note: Applications that do not address the Key Selection Criteria will not be considered.)**

1. Highly developed critical thinking and analysis skills with the ability to identify actions from a complex set of information or options.
  2. Demonstrated ability and experience in managing, leading, motivating, and developing staff to create a positive outcome-focused and performance-orientated culture.
  3. Proven track record in forging constructive partnerships with a range of key stakeholders.
  4. Sound knowledge and experience in not for profit organisations, local government and/or conservation agencies.
  5. Strong leadership and change management skills.
  6. Sound knowledge of corporate financial management.
  7. Highly developed written and oral communication skills and the ability to communicate effectively with a diverse range of stakeholders.
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### **To apply**

Send your resume with contact details for two professional referees and a cover letter responding to the selection criteria to [info@dcmc.org.au](mailto:info@dcmc.org.au) with "Executive Officer Recruitment" in the subject line.