

Position Title	Senior Catchment Officer
Department	City Future
Unit	Sustainable Future
Team	Cooks River Alliance
Supervises	NA
Reports To	Executive Officer
Grade	H
Date Prepared	5/07/2019
Date Last Updated	17/07/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

Support the Cooks River Alliance Member Organisations in the delivery of projects and programs associated with the revitalisation of the Cooks River system.






Accountabilities

- Coordinate the development of the Cooks River Catchment Coastal Management Program.
- Oversee (project manage) the development of the Cooks River Master Plan on behalf of the Cooks River Alliance's Member Organisations and the Cooks River Community.
- Update and maintain the Cooks River Master Plan on behalf of the Cooks River Alliance's Member Organisations and the Cooks River community.
- Support Member Organisations with technical advice on urban river management.
- Seek out, identify, apply for, and manage grants and other funding sources associated with Cooks River Alliance projects, programs and objectives.
- Manage projects and programs on behalf of the Cooks River Alliance, including planning, delivery, contract management, and reporting.
- Assist the Cooks River Alliance and its Member Organisations to identify and develop river related projects towards 'grant ready' status.
- Assist with the development and delivery of the Cooks River Alliance's strategic plan and reporting requirements.
- Lead Alliance working groups and committees comprised of key internal and external stakeholders.
- Provide support to the Cooks River Alliance secretariat team as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Display Resilience	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives direct and honest feedback/ advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Resources		
Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately

		<ul style="list-style-type: none"> Ensures team understands obligations to comply with records, information and knowledge management requirements
Results		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> Encourages independent thinking and new ideas from others Draws on developments and trends in the industry and beyond to develop solutions Supports experimentation and rapid prototyping to test and refine innovative solutions Develops/champions innovative solutions with long standing, organisation-wide impact Explores creative alternatives to improve management systems, processes and practices Contributes own knowledge and experience to staff training and development sessions

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Environmental Management, science, planning or equivalent experience in a relevant discipline or an equivalent combination of relevant experience and/or education/training.

Essential Experience

- Minimum 5 years' experience in environmental management, catchment management, planning, environmental engineering or other relevant discipline.
- Demonstrable knowledge and experience in catchment management
- Extensive experience in project management and planning, contract administration, budget management, grant management and program delivery
- Extensive experience in managing complex partnership projects.
- Demonstrable experience in the use of digital spatial platforms for the creation and interrogation of datasets, and for information management purposes.
- Demonstrated ability to plan and organise own time to meet project outcomes
- Demonstrated understanding and experience of local government
- Solid communication skills, ability to work in a multidisciplinary team and to engage with a wide range of internal and external stakeholders
- Excellent Microsoft Office Skills

Desirable Qualifications and or Experience

- Experience interpreting and applying relevant legislation and policy.
- Demonstrable knowledge of coastal management.
- Basic proficiency in back-end website management, including the ability to maintain and update content on an established website platform

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>