

Position Description:

Project Manager, Cann River

Assignment number: PAU011234

Partner organisation name: Cann Valley District Representative Group Inc

Partner organisation location: Victoria

Key dates: Start ASAP

Assignment timeframes: Approximately 4 months duration.

Assignment mode/location: Primarily online with some travel.

Purpose of the Role:

Cann River is a town in the East Gippsland region of Victoria, Australia. The Cann Valley District Representative Group Inc. is seeking a skilled volunteer Project Manager to oversee the continued development of the regions Fire Preparedness infrastructure project, as funded by the Black Summer Bushfire Recovery Grants in 2021. The project will involve the construction of a dam and other associated works, with Phase 2 of the overall project scheduled for completion by March 2025. The community have contracted CROSSCO, a firm based in Bairnsdale, to organise all related design work and permits, with the role of the volunteer to oversee this contract.

The volunteer will be responsible for managing the project timeline, budget, liaising with external stakeholders and contractors, while addressing challenges such as cost increases and contract variations.

The role may involve working alongside a grant writer (through ABV), who will be assisting the community to secure further funding to complete the entire project.

The tasks and deliverables of this Assignment are:

- Oversee the work being undertaken by CROSSCO and their successful application and compliance of statutory permits e.g.
 - Dam, pipeline, pump station water access, vegetation removal and offsets, planning permits, education department, DEECA, CMA, Cultural Heritage, and EG Council
- Supervise several infrastructure projects ensuring all structural, safety, and environmental elements are considered and in compliance:
 - Dam design
 - Pipeline design
 - Pump Station design
 - 2x Sprinkler designs
- Assist in the installation plan for two sprinkler systems

The deadline by which this assignment is agreed to be completed is by April, but subject to change depending on progress and funding application outcomes.

Please note: a feasibility study, scope of works, detailed design and detailed cost breakdowns are available upon request.

Selection Criteria:

- Strong interpersonal and communication skills, with a track record of successfully liaising with senior management, government agencies, and other key stakeholders to achieve project goals.
- Experience in overseeing and coordinating the design of complex infrastructure projects
- Proven skills in program management and program delivery, governance and reporting, with a focus on delivering quality outcomes that align with community goals
- Demonstrated experience to identify, assess, and mitigate project risks and challenges, while maintaining focus on project objectives within scope, time, and budget.
- Effectively liaise with an over worked local community management committee that has no paid staff.
- Motivated to assist and build upon the community plans, recognising and addressing their needs, particularly in the context of fire preparedness.
- Relevant technical expertise and experience (e.g. land use, water resource management, environmental regulations) highly desirable.

Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please submit your expression of Interest or to recruitment@abv.org.au by **24 January 2025**, confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph confirming you have relevant skills and experience.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.