

# POSITION DESCRIPTION

## Game Manager

To ensure that game hunting in Victoria is carried out in a safe, sustainable and responsible manner, the Game Management Authority (GMA) produces a number of educational programs and works with industry to assist hunters to understand their legal obligations and comply with accepted community standards.

The Game Manager works in a small team developing innovative responses to a range of game management issues and producing education and extension material on game management and responsible game hunting in Victoria. The position is required to communicate effectively with stakeholders, industry and the broader community on game management issues.

The position plays a key role in establishing and facilitating relationships with other land management agencies, private landowners, community groups and licensed game hunters. Primarily, this position will lead or contribute to programs that educate hunters with additional responsibilities including assisting in research and monitoring programs into game species, licensing and testing and, enforcement operations, as required.

The successful applicant will be an exceptional communicator and experienced in stakeholder engagement, working effectively as a positive and proactive member of a team and enjoying flexible working arrangements.

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Position Title:	Game Manager
Position Number:	021277
Classification:	VPS 4
Salary Range:	\$82,574 - \$93,689 (plus superannuation)
Group/Branch:	Stakeholder and Hunting Programs
Usual Work Location:	Benalla (flexibility may be available)
Usual Hours of Work:	Full Time (flexibility may be available)
Tenure:	Ongoing
Further Information:	Zac Powell
Phone:	(03) 8392 2232
Position Reports To:	Manager, Stakeholder and Hunting Programs

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## About the Authority

The Game Management Authority delivers programs to improve and promote sustainable and responsible game hunting in Victoria. The GMA is responsible for:

- issuing Game Licences and related testing;
- managing open and closed seasons for game species;
- enforcing game hunting laws and taking action against those who do not hunt legally; and

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- educating and informing game hunters on how to hunt legally and responsibly in Victoria.

The GMA has an important role in managing natural resources across Victoria addressing:

- the sustainable harvest of game species;
- the humane treatment of animals that are hunted and used in game hunting;
- minimising any negative impacts on non-game wildlife, including protected and threatened species, and the conservation of wildlife habitats;
- monitoring, conducting research and analysing the environmental, social and economic impacts of game hunting and game management;
- providing advice to government on game management matters.

Organisationally, the GMA has three functional Divisions:

## ***Compliance and Intelligence***

The Compliance and Intelligence Division is responsible for improving compliance with hunting laws and regulations. This is achieved by developing and implementing a risk and intelligence-based compliance and enforcement program utilising tools and activities across the compliance spectrum.

## ***Stakeholder and Hunting Programs***

The Stakeholder and Hunting Programs Division is focused on maintaining and managing hunting stakeholder relationships and providing practical and useful advice, education, licensing and training to hunters, to increase voluntary compliance. It also supports other groups within GMA to manage open and closed seasons for game species and enforcing game hunting laws and acting against those who do not hunt legally.

## ***Strategy and Research***

The Strategy and Research Division is responsible for the operation of the GMA research projects, including those being conducted by external research bodies, in order to provide advice to Government on game management that is based on sound evidence. The Division is also responsible for providing advice on policy issues and regulatory change to government stakeholders, and for managing the GMA communications platforms and publications.

The GMA has offices in Melbourne CBD and throughout regional Victoria.

Additional information about the GMA can be obtained by visiting our website at [www.gma.vic.gov.au](http://www.gma.vic.gov.au)

## **Organisational Values**

The GMA has adopted the Victorian Public Service (VPS) Values as outlined in Section 7 of the *Public Administration Act 2004*. Our values are vital to who we are, our success and to help us ensure our people are productive, safe, happy and healthy.

Our values are:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect

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- Leadership
- Human Rights

The GMA requires all staff to adhere to the VPS Code of Conduct and exhibit constructive workplace behaviour and mutual respect.

## Game Manager

### Key Accountabilities

1. Contribute to the coordination and lead implementation of programs, projects and processes that educate hunters and industry and promote sustainable and responsible hunting.
2. Establish and maintain effective working relationships with the GMA, DJPR, DELWP and Parks Victoria staff to ensure alignment of strategic responses, working collaboratively to deliver cross-portfolio activities.
3. Coordinate and assist with data collection, population monitoring and research program that assess game hunting activities, the sustainability of game hunting and the impact on other species. This may also include the management of relevant contractors.
4. Assist in the delivery of licensing and testing services throughout the state and develop high quality education material and implement innovative programs and training on game management and responsible hunting.
5. Provide advice and assistance to landowners, land managers, game hunting and the public on matters relating to game management.
6. Represent the GMA on a range of government and non-government technical committees.

### Key Selection Criteria

1. High level of verbal skills and the ability to convey complex concepts simply and clearly to stakeholders in ways that are easily understood.
2. High level writing skills, including experience in writing clear, succinct reports, correspondence and material for a wide-variety of different community sectors.
3. Proven initiative and ability to plan and prioritise effectively, set goals and high-standards of performance, and to be accountable for delivering projects while balancing priorities.
4. Proven ability to establish and maintain sustainable relationships with people, stakeholders and industry and provide strategic and technical advice.
5. Ability to constantly look for continuous improvement opportunities and ways to innovate in strategic communications, media and stakeholder engagement delivery, and support others within the Authority to do the same.
6. The ability to be competently trained, carry and use defensive equipment and firearms.

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## Desired Experience/Qualifications

- Sound knowledge of and experience working in government would be desirable.
- Previous experience in a regulatory or educational function would be advantageous.
- A relevant tertiary degree in natural resource management, ideally with experience in game or wildlife management would be well regarded.

## Position Specific Requirements

This position has the following specific requirements:

- Current Driver Licence.
- This position has a requirement to travel.
- Some out-of-hours work and weekend work will be required.
- With appropriate prior approval, overtime may be accrued/or taken as time in lieu.

## Other Relevant Information

### Employment Eligibility

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
- Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply.

All new appointments to the Authority will be required to comply with the 100-point Proof of Identity Check prior to commencing employment with the Authority.

This position will be subject to a National Police Records Check and will be required to undertake psychometric assessment as part of the recruitment process.

### Equal Opportunity Employer

The GMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

The GMA strongly encourages applications from Aboriginal and Torres Strait Islander people.

The GMA offers reasonable adjustments for applicants with disabilities on request.

### Health and Safety Requirements

You may be required to undertake relevant medical and other safety compliance requirements that relate to any risks associated with this role.

The occupational health and safety requirements of this position include, but are not limited to activities involving:

- Driving
- Sedentary desk work
- Manual handling
- Field work
- Enforcement activities

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## Agreement/Award Coverage

GMA non-executive employees are covered by the Victorian Public Service Enterprise Agreement 2016 and for Executive Officer classified positions, the Executive Officer contract and the Victorian Public Service Executive Employment Handbook 2016. All of our staff are required to comply with the Code of Conduct for Victorian Public Sector Employees.

## Terms and Conditions

GMA non-executive employees have generous terms and conditions which are outlined in the *Victorian Public Service Enterprise Agreement 2016*. These terms and conditions apply across the VPS.

All GMA employees are required to comply with the Code of Conduct for Victorian Public Sector Employees.

## Privacy Notification

GMA affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

## What we offer you

Working with GMA presents a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to the economic prospects of all Victorians.

## Safety and Wellbeing

GMA is committed to support the safety and wellbeing of employees. GMA assists employees to maintain their health and safety by providing training and safety systems and by offering a wellbeing program. GMA recognises that employees are critical to its ability to deliver business outcomes and understands that a holistic approach is required in engaging, satisfying and retaining its employees.

## Diversity @ GMA

At GMA, 'diversity' includes all the ways in which employees differ, and the valuable contribution that all these differences bring to the Authority. The strength of the organisation is in the innovation and the diversity of its employees. GMA's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer connection, increased wellbeing and satisfaction, and the ability to attract and retain talented people during times of economic change.

GMA recognises the rights of all staff to be free from violence and gender-related discrimination. Reducing all violence in our community is a priority. All forms of violence are unacceptable, in any community and in any culture. It is everyone's responsibility to reject and prevent violence. GMA, through DJPR, is proudly working with White Ribbon to create a safer workplace.



**Proudly working with White Ribbon to create a safer workplace  
Australia's campaign to stop violence against women**

## Environment

GMA is committed to reducing environmental impacts in the workplace through both staff behaviour change and infrastructure upgrades. GMA recognises the importance of engaging with employees to help bring about positive environmental outcomes for the organisation.

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## **Learning and Development**

We want you to grow, develop and learn with us. GMA provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. GMA also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plan aims to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

## **Balancing Work and Life**

We understand that work/life balance is an important part of our employees' lives. The Authority offers a range of short term and long-term flexible work arrangements to enable you to balance home and work life. These include job sharing, working from home, part-time work, flexible attendance and the ability to purchase additional leave.