

Sarina Landcare Catchment Management Association Inc.
POSITION DESCRIPTION

POSITION TITLE:	Project Officer
LOCATION:	Sarina
TERM OF EMPLOYMENT:	To 31 December 2021, <i>with the possibility of an extension, pending continued funding.</i>
TYPE OF POSITION:	Part-time/full-time, 50-76hrs per fortnight, to be negotiated.
REPORTS TO:	Coordinator
LEVEL:	Pro rata \$53 000 - \$ 58 000

PURPOSE OF POSITION

The purpose of the position is to assist the Coordinator of Sarina Landcare Catchment Management Association (SLCMA) to implement key natural resource management (NRM) projects and programs within the Sarina Catchment Area.

The Project Officer will encourage the involvement of the community and landholders in NRM including land management; native vegetation and pest management, bush and coastal regeneration activities; contribute to community capacity building on NRM issues via facilitation of awareness raising events, workshops; technical and onground support for the development and implementation of NRM projects as required.

This position will manage and execute delivery of projects as specified under the relevant project service agreements, meeting all required project milestones. They will work with the Coordinator to develop new projects and assist with funding applications.

The position sometimes requires work outside normal office hours and can include early morning starts, evenings and weekends. Activities which may occur outside of normal work hours include attendance at meetings, facilitation and attendance at events, volunteer group activities, and landholder property visits.

ORGANISATIONAL ENVIRONMENT

SLCMA is a representative not-for-profit incorporated organization and is governed by a management committee in accordance with the provisions of the *Associations Incorporation Act*.

SLCMA implements various Natural Resource Management programs in the Sarina Catchment Area. These programs occur within the local community and/or are part of region wide programs delivered in conjunction with other stakeholders and ICM/Landcare groups. SLCMA encourages and assists the local community to understand, manage and retain the natural resources and unique biodiversity within the Sarina Catchment. We do this through a strategic integrated approach to natural resource management and biodiversity conservation.

We work in partnership with the community and stakeholders to develop and implement priority Landcare & Natural Resource Management projects to undertake activities such as: native plant propagation, property visits and land management advice to landholders; on-ground rehabilitation projects; engaging youth and volunteers in educational and practical Landcare activities, general awareness raising within the community.

WORKING ENVIRONMENT

SLCMA operates within the Sarina Catchment Area which includes subcatchments of all coastal streams from Alligator Creek in the north to Cattle Creek in the south, west to the Connors Range. The administration area is Sarina with the position operating out of an office provided by Mackay Regional Council to SLCMA, at 101 Beach Road, Sarina.

REMUNERATION & HOURS

The position is part-time/full-time, 50-76hrs per fortnight (*to be negotiated*) until 31 December 2021, with the possibility of an extension, pending continued funding.

The position attracts an annual equivalent salary of \$53 000 - \$58 000 including long service leave, 10% employer super contribution, 4 weeks annual leave (pro rata) plus 17.5% annual leave loading.

A performance review will be conducted after a three month probation period from commencement of employment.

PRIMARY DUTIES AND RESPONSIBILITIES

Under the direction of the Coordinator, the Project Officer will be responsible for the efficient and effective delivery, management and reporting of the following activities:

SLCMA Project Delivery:

- Provide on-going technical advice and land management support to landholders & other stakeholders, including conducting onground property visits, writing individual land management plans & providing assistance with land management questions eg. Land for Wildlife Program & other similar projects.
- Community awareness raising including: assisting with the development and delivery community awareness raising opportunities such as field days, workshops, events and displays, including formal talks in group situations.
- Youth engagement: provide one-on-one school support & assist in delivery of annual school activity day/s.
- Provide support for the development and implementation of bush & coastal regeneration projects including weed control and revegetation, throughout the catchment.
- Attend and represent SLCMA at workshops, working group and other stakeholder/partnership meetings, where required.
- Communication & promotion: prepare articles for monthly SLCMA newsletter, media releases and flyers about local projects, programs and events such as Land for Wildlife Program, project case studies.
- Scheduling of onground works for SLCMA Reef Assist revegetation team
- Facilitate and coordinate community volunteer activities such as Marine debris clean-ups, natural area restoration, water quality monitoring activities.

SLCMA Duties:

- Liaise with community, volunteer and member enquiries
- Assist in the delivery and promotion of projects and provide technical knowledge to assist with grant applications and reporting.
- Actively participate staff and Management Committee meetings, as required.

- Prepare written monthly progress reports and workplan to the Coordinator and Management Committee
- Contribute to the monthly SLCMA Newsletter, media articles and event flyers as needed.
- Other duties as agreed and directed by SLCMA Coordinator and/or Management Committee

Physical demands

The role can be physically demanding at times. You will be required to carry out field work such as property visits, survey work during the summer months when temperatures can be quite extreme. At times you may be required to work in the field by yourself. There is also the risk of exposure to insects, such as mosquitos and spiders and, snakes when working in the field. Driving long distances on sealed and unsealed roads is also a requirement of the role. Care and appropriate actions must be taken at all times by Officers to reduce risks and ensure the safety of themselves and others. It is also a requirement that SLCMA health and safety policies and procedures are followed.

Other Information

- Ability to be flexible with work hours, i.e. early starts or weekends such as to attend events, volunteer activities. Time off in lieu will apply.
- SLCMA has a work vehicle that is available for SLCMA staff for work related travel. If the SLCMA vehicle is in use, use of private vehicle for work purposes may be required. This will be pre-approved by the Coordinator &/or SLCMA Management Committee and a vehicle allowance will be paid according to current ATO rates.
- SLCMA is an equal opportunity employer.
- The organisation employs a no smoking policy in its offices and motor vehicles.
- All SLCMA employees are responsible for maintaining a safe, equitable and harassment free workplace.
- Due to changes within and outside of the Organisation, the duties and responsibilities may change from time to time.

SKILLS & EXPERIENCE REQUIRED:

Qualifications:

- Tafe or Tertiary qualifications in relevant disciplines such as Natural Resource Management, Agriculture, Rural Science, Applied Science, Environmental science or equivalent.
- Current certificates or willingness to obtain certificates such as Senior First Aid, Working with children blue card.

Experience:

- Previous experience working within a similar role/industry such as natural resource management/ conservation and land management industry.
- Experience in land management activities such as weed control, bush regeneration; local native plant and weed identification skills
- Experience in project management and delivery of projects within budget
- Working with volunteers, community groups, and/or school groups
- Queensland manual drivers licence and experience driving with a trailer.

Skills:

- High level of computer literacy in Word, Excel, Publisher and Outlook
- Excellent verbal and written communication skills
- Must be motivated, enthusiastic and have excellent communication skills that can be applied to a range of audiences including volunteers, peers, landholders, project partners and youth.
- Good organizational skills, ability to prioritise, plan and undertake tasks unsupervised, to meet deadlines.

SELECTION CRITERIA

- SC1** Demonstrated high level of written and verbal communication skills with the ability to effectively liaise, consult and negotiate with, and transfer knowledge to a wide audience including staff, landholders, community members and stakeholders.
- SC2** Ability to participate effectively as a member of a small, dynamic team, with demonstrated capacity to create and apply innovative solutions, work under pressure, prioritise competing requests, meet deadlines and take responsibility for tasks.
- SC3** Demonstrated high-level computer skills including word processing, spreadsheets, mapping, emails and social media.
- SC4** Demonstrated knowledge of best management practices and practical strategies for managing land, water and biodiversity within a variety of land uses within the Mackay Whitsunday region such as grazing, horticulture and hobby farming.
- SC5** Demonstrated knowledge of, and practical experience in, bush and coastal regeneration techniques including integrated weed management, revegetation, plant identification.
- SC6** Demonstrated ability in coordinating project works including planning, prioritising and organising project tasks, with minimum supervision.
- SC7** Demonstrated knowledge of water quality monitoring equipment and processes, training of volunteers, monitoring and evaluation.
- SC8** Knowledge and understanding of principles and practices associated with community volunteer programs including volunteer recruitment, workplace health and safety, training and on-going support.

Conclusion

This job description is intended to convey information to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Please your application including a cover letter, Resume and responses to Selection Criteria to coordinator@sarinalandcare.org.au by **5pm Wednesday 30 July 2021**