



## **Sarina Landcare Catchment Management Assoc.**

**Address:** 101 Beach Road, Sarina

**Phone:** 07 4956 1388

**Website:** [www.sarinalandcare.org.au](http://www.sarinalandcare.org.au)

### **POSITION DESCRIPTION**

**POSITION TITLE:**

**Project Officer (Landcare)**

**LOCATION:**

Sarina, QLD

**TYPE OF POSITION:**

Full-time (76hrs per fortnight)

**EMPLOYMENT STATUS:**

Permanent, subject to ongoing funding and satisfactory performance

**REPORTS TO:**

Coordinator

**LEVEL:**

To be negotiated, dependent on skill level and experience.

Other benefits include 12.5% superannuation and 17.5% annual leave loading.

We are seeking an enthusiastic, skilled person to join our small, dynamic Landcare team as Project Officer. The Project Officer will assist with the delivery of a diverse range of projects and programs across the Sarina Catchment and will enjoy the benefits that come from working for a passionate, dedicated Landcare group, that is highly regarded within the community.

Successful applicants will have a good work ethic, be reliable, loyal and display good communication skills. You will work effectively as part of a team and autonomously, show initiative where required and take pride in your work to ensure we maintain a high standard of project management and delivery.

In return, we will provide good remuneration; supportive, flexible working arrangements; encourage training and upskilling opportunities and inclusiveness within the Landcare team.

### **ORGANISATIONAL ENVIRONMENT**

Sarina Landcare Catchment Management Association Inc. (SLCMA) is a community, not-for-profit incorporated organisation governed by a Management Committee in accordance with the provisions of the *Associations Incorporation Act*. SLCMA works collaboratively with landholders, volunteers, government agencies and partner organisations to deliver natural resource management (NRM) outcomes across the Sarina Catchment.

### **WORKING ENVIRONMENT**

The Sarina Catchment Area includes sub catchments of coastal streams from Alligator Creek in the north to Cattle Creek in the south, west to the Connors Range. Work may from time to time extend beyond these areas. The position is based at the SLCMA office, Sarina.

### **PURPOSE OF POSITION**

The Project Officer is responsible for assisting with the planning, coordination and delivery of funded natural resource management projects and programs within the Sarina Catchment Area.

The position contributes to achieving project outcomes in accordance with funding agreements, organisational policies and workplace health and safety requirements, while maintaining positive relationships with landholders, volunteers, stakeholders and funding bodies.

#### **Key Accountabilities:**

- Delivering project activities in accordance with approved project plans, timelines, budgets and funding agreements.
- Maintaining professional conduct and representing SLCMA positively within the community.
- Complying with organisational policies, procedures and lawful directions.
- Working cooperatively within a small team environment.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

### **Project Delivery and Administration**

- Assist in the development, implementation, monitoring and reporting of NRM projects and programs.
- Manage allocated projects to ensure milestones, deliverables, reporting and financial requirements are met.
- Maintain accurate project records, data and documentation to meet audit and funding compliance requirements.
- Assist with grant applications, acquittals and progress reporting as required.

### **Field Team & Volunteer Coordination**

- Provide clear direction and support to staff, contractors, volunteers and participants during onground works.
- Ensure work activities are conducted to required quality, safety and environmental standards.
- Possibility to coordinate the day-to-day activities of the SLCMA Field Team, including scheduling, task allocation, and record keeping (*to be discussed further*).

### **Community & Stakeholder Engagement**

- Facilitate community engagement activities including workshops, field days, working bees and volunteer events.
- Provide land management advice to landholders through site visits, property assessments and management planning.
- Liaise with government agencies, industry bodies, community groups and funding partners to support project outcomes.
- Represent SLCMA at meetings, forums and stakeholder events as required.

### **Communication & Promotion**

- Prepare written content including newsletters, reports, media releases, promotional materials and project updates.
- Contribute to the promotion of SLCMA programs and activities in accordance with organisational guidelines.

## **WORKPLACE HEALTH & SAFETY**

The Project Officer has a responsibility to:

- Take reasonable care for their own health and safety and that of others in the workplace.
- Comply with WHS legislation, policies, procedures, and safe work practices.
- Participate in risk assessments and hazard identification processes.
- Ensure incidents, hazards, near misses, and injuries are reported in accordance with organisational procedures.
- Provide appropriate supervision and safety instruction to volunteers and participants during activities.

## **SUPERVISION, AUTHORITY & DECISION MAKING**

- The Project Officer operates under the direction of the SLCMA Coordinator.
- The position does not hold financial delegation unless explicitly authorised in writing.
- Operational decisions relating to day-to-day project delivery may be made within approved project plans and budgets.
- All significant variations to project scope, expenditure, staffing, or risk must be approved by the Coordinator.

## **PERFORMANCE MANAGEMENT**

- The position is subject to a six (6) month probation period.

- Performance will be assessed against this Position Description, agreed work plans, and organisational expectations.
- Performance reviews will be conducted regularly and at least annually.
- Where performance concerns arise, these will be addressed through discussion, feedback, and where necessary, formal warnings in accordance with the Small Business Fair Dismissal Code.

## **ESSENTIAL SKILLS, QUALIFICATIONS & EXPERIENCE**

### **Essential**

- Tertiary qualifications in natural resource management, environmental science, agriculture, or a related field, or equivalent experience.
- Demonstrated experience in project coordination or delivery within an environmental, landcare, or community setting.
- Strong written and verbal communication skills.
- High level of computer literacy (Microsoft Office).
- Current Queensland C Class Driver Licence.

### **Desirable**

- Knowledge of land management practices including weed management, revegetation, and bush regeneration.
- Experience working with volunteers and community groups.
- Demonstrated understanding of WHS requirements in field-based work.
- Current First Aid certification.
- Current Working with Children Blue Card or willingness to obtain.

## **WORKING CONDITIONS**

- The position involves office duties as well as outdoor, physical work in variable weather conditions.
- Occasional work outside normal office hours may be required; time off in lieu will apply.
- Use of an SLCMA vehicle is provided where available; approved use of a private vehicle will be reimbursed at the applicable rate.
- Flexible work arrangements may be negotiated subject to operational requirements.

## **OTHER REQUIREMENTS**

- All employees are responsible for maintaining a safe, equitable, respectful, and harassment-free workplace.
- A smoke-free policy applies in all SLCMA vehicles and buildings.
- Confidential information must be handled appropriately and not disclosed without authorisation.

## **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** Demonstrated ability to work with and manage small teams to ensure duties are performed to high standards and within established timeframes.
- SC3** Demonstrated knowledge of best management practices and practical strategies for managing land, water and biodiversity within a variety of land uses such as grazing, horticulture and hobby farming.

- SC4** Demonstrated knowledge and experience in bush regeneration techniques including integrated weed management, revegetation, and knowledge of or ability to rapidly acquire knowledge of local native plant species and identify local environmental and declared weeds.
- SC5** Demonstrated ability to plan, facilitate and coordinate a range of projects with minimum supervision, and to prioritise, organise and complete project tasks and risk management.
- SC6** Knowledge and understanding of principles and practices associated with community volunteer programs including volunteer recruitment, workplace health and safety, training and support.

### **Conclusion**

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

Please send your application including a cover letter, resume and responses to selection criteria to [coordinator@sarinalandcare.org.au](mailto:coordinator@sarinalandcare.org.au)