



5 August 2019

Dear Applicant

**Application Kit – NRM Project Officer**

Thank you for your interest in applying for the NRM Project Officer position at Terrain NRM. This is a part time (43.5 hrs a fortnight) fixed term position until 30 June 2020 which is based in the Atherton office.

To be considered for this position applications must be emailed to [hr@terrain.org.au](mailto:hr@terrain.org.au). Your submission must include the following:

1. Cover letter
2. Resume (maximum 5 pages)
3. A separate document addressing the selection criteria (maximum two pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is **Monday 19 August 2019** and your application must be submitted by 4:00 PM (AEST). Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact Kelly O’Kane on 0428 278 265. It is anticipated that interviews will be conducted during the week of 19 August 2019.

For further information on this position, please direct enquiries to Evizel Seymour or [evizel.seymour@terrain.org.au](mailto:evizel.seymour@terrain.org.au). All applications will be treated with the utmost confidentiality.

A handwritten signature in black ink, appearing to read "Carole Sweatman".

Carole Sweatman  
**CHIEF EXECUTIVE OFFICER**

## Terrain Structure

The foundation of the Terrain structure is to effectively deliver against Terrain Strategic Plan and to facilitate the delivery of the Wet Tropics Plan for People and Country (Regional Natural Resource Management Plan). Terrain NRM is a member of the NQ NRM Alliance with Cape York NRM and Northern Gulf NRM. The Alliance aims to deliver more effective NRM services through sharing resources, delivering of cross regional projects and through the establishment of Corporate Nature, our shared Corporate Services organisation.

The structure comprises a mix of:

- Community partnership and program staff working directly with community and partners on specific projects in the region, delivering major programs and projects
- NRM Knowledge and Strategy staff who provide a technical and leadership role across the whole region and with all staff.
- Corporate Nature staff providing corporate services, finance, human resources, project and administrative support across the whole of the organisation.

Terrain has office locations across the Wet Tropics and uses cloud computing so staff are located across the region.

<b>Position</b>	NRM Project Officer
<b>Broad Description</b>	This role supports delivery of on-ground works associated with sediment reduction activities across a range of catchments within the Wet Tropics. It requires a level of planning and monitoring capability, strong organisation skills, the ability to work well with others and an interest in NRM activities that can be fostered by inclusion in the sediment reduction project team.
<b>How the role works</b>	This role reports to the Sediment Reduction Program Leader and forms part of the sediment reduction project team. The role forms part of the broader operations team within Terrain NRM and provides support to team members. The role involves a reasonable level of travel, site work and engagement with a range of stakeholders.
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• Internal stakeholders – Sediment Reduction Program Leader and sediment reduction program team members, other members of the Terrain operations team and other Terrain work teams</li><li>• External stakeholders – Corporate Nature team members, landholders, local councils, community organisations</li><li>• Suppliers and contractors</li></ul>
<b>Expected Outcomes</b>	To provide assistance and support to the Sediment Reduction project team in order to ensure the timely completion of delivery milestones and reporting associated with a range of on-ground projects within the Wet Tropics.

<b>Position:</b>	<b>NRM Project Officer</b>
<b>Reports to</b>	Sediment Reduction Program Leader
<b>Supervises</b>	Project staff as required; delivery contractors as required
<b>Location</b>	Atherton
<b>Classification</b>	Band 2, level 1
<b>Employment terms</b>	Fixed term part-time until 30 June 2020 43.5 hours per fortnight
<b>Salary Range</b>	The 2019-2020 salary range will be \$59,671 - \$64,591 full time equivalent. (Please refer to the Terrain Single Enterprise Agreement*)

## Position Purpose

This position fulfils a project-based function in Terrain working with the Operations Team to deliver sediment reduction projects. This position will be responsible for day to day logistics, support and reporting to ensure coordination and timely completion of projects activities.

## Key Accountabilities

### Management Accountability

- Under day to day direction of the Sediment Reduction Program Leader, assist in coordinating the logistical activities for sediment related projects, provide broad project support and undertake delivery activities
- Support reporting to the Commonwealth and State Government against the funding contracts for delivery sediment reduction related projects.

### Technical Responsibilities

- Prepare, disseminate and manage information necessary to support delivery of sediment reduction related projects
- Track and monitor assigned tasks to ensure project delivery timelines are met
- Undertake specific writing, analysis and engagement tasks as necessary to contribute to the project delivery
- Assist with identification and source, additional technical expertise within and beyond Terrain as required, relating to the delivery of sediment reduction related projects.

### Partnerships and Communication

- Build and maintain strategic, mutually-beneficial and supporting relationships with staff from other regional bodies, partner organisations and landholders associated with sediment reduction related projects
- Support other sediment reduction project team members, including via in-field activities, in the delivery of works to ensure timelines are met
- Build positive and mutually-beneficial working arrangements with all staff and partners.

## Problem Solving

- Support Terrain staff and others to find realistic, practical and where possible creative solutions to existing and emerging issues, barriers, challenges and problems relating to delivery of sediment reduction related projects
- Independently apply problem solving approaches to issues/situations, ensuring an adequate analysis of necessary and available information, and the appropriate involvement of Terrain staff, partners and others.

## Organisation-wide responsibilities

- Participate as required in multidisciplinary working group arrangements
- Contribute to, utilise and improve Terrain's knowledge and information systems including monitoring, evaluation, reporting and other communication processes
- Work closely with and in-support of Corporate Nature personnel
- Participate in performance review processes
- Perform all duties in accordance with Terrain's Policies and Procedures and code of conduct
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

## Additional Factors

- 'C' class drivers' licence is required
- The position may be required to work flexible hours which may include out of ordinary working hours and weekends, and potentially significant vehicle travel
- The position involves conducting site visits on farm.

## Selection Criteria

<b>Management Accountability</b>
<ul style="list-style-type: none"><li>▪ Proven ability to manage and coordinate complex planning projects</li><li>▪ Ability to work within multi-disciplinary teams.</li></ul>
<b>Technical Responsibilities</b>
<ul style="list-style-type: none"><li>▪ Demonstrated written and verbal communication skills</li><li>▪ Ability to use Microsoft suite of packages and learn new packages as is relevant to Terrain's needs</li><li>▪ An interest and enthusiasm towards the natural resource management sector</li><li>▪ Demonstrated ability manage a range of priorities in order to ensure completion against required timelines.</li></ul>
<b>Partnership and Communication</b>
<ul style="list-style-type: none"><li>▪ High level of interpersonal skills in supporting and motivating people within and beyond the organisation, as well as diplomatic skills to resolve problems</li><li>▪ Good communication skills to effectively coordinate and support the delivery of sediment reduction based projects, and to build productive partnerships across the organisation and with relevant external stakeholders</li><li>▪ Ability to work in a support capacity to other team members in helping to deliver sediment reduction based project outcomes</li></ul>

- Demonstrated quality report writing skills, proven ability to monitor and track adherence to schedules and provide feedback on progress

**Problem solving**

- Demonstrated ability to work independently, work with partners and staff and coordinate the delivery of a project/plan in a broad ranging multi-disciplinary team.

**Workplace Health and Safety**

- Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.

**Qualifications and experience**

- Demonstrated experience in the natural resource management sector, project management sector or any other practical, field-based co-ordination environment
- Demonstrated strong administrative, communication and planning skills.



Carole Sweatman, CEO

5 August 2019

**CEO Approval    Signature**

**Name**

**Date**