



## **THE VICTORIA RIVER DISTRICT CONSERVATION ASSOCIATION INC**

P.O Box 2404 KATHERINE NT 0851  
PH: 08 8971 0368 MOB: 0437 005 031  
ABN: 13 565 262 013

### **Natural Resource Management Facilitator (Katherine NT)**

#### **Vacancy Type**

Permanent

#### **Position Title**

Facilitator

#### **Location**

Katherine (NT)

#### **Salary**

TBA

#### **Contact**

Rhys Arnott, Facilitator. [vrda@bigpond.com](mailto:vrda@bigpond.com) Phone: 08 8977 0122 or 0437 005 031

#### **Primary Objective**

Support and implement the vision of the Victoria River District Conservation Association Inc. as directed by the Executive Committee.

#### **Information about the VRDCA**

Based in Katherine, the VRDCA is a leading natural resource management organisation with strong ties to the pastoral industry. The Association's area of activities covers some 150,000

km<sup>2</sup> across two bioregions and 18 catchments. The Association negotiates and lobbies for access to funding, research and natural resource management activities and extension services to members and affiliate stakeholders, particularly pastoral and indigenous landholdings.

We are seeking to appoint an accomplished leader to take responsibility for development and implementation of natural resource management plans. Previous experience in on-ground NRM works is required and formal qualifications will be highly regarded.

The position requires an experienced manager with proven ability to develop and maintain projects with a wide range of industry, government and community stakeholders. An intimate understanding of the dynamics of rural communities and the ability to source, manage and acquit funding and grants is central to this position.

Situated at the crossroads of the Top End and on the doorstep of the Victoria River District, Katherine has a population of 10,000 and features an idyllic tropical lifestyle and all of the facilities of a thriving regional centre.

*The VRDCA mission is “to encourage combined responsible Rangeland management techniques that promote the sustainable best practice use of the commercial and other Rangeland within the Victoria River District”.*

#### **Additional Comments about the Position**

This position is available initially for 12 months and, subject to the availability of funding, may be extended. 3 month probation period

#### **The selection process**

Applicants should forward their detailed Resume, contact details of two current business referees, and cover letter in support of their application (1 to 2 pages) to:

VRDCA

P.O Box 2404

Katherine, NT 0850

Email preferred [vrdca@bigpond.com](mailto:vrdca@bigpond.com)

## **Notes**

We have simplified our recruitment process and invite applicants to forward a **Cover Letter** and **Resume** outlining qualifications/skills, work experience, name and telephone contacts of two professional referees.

Please don't address the selection criteria in your application. Your cover letter should introduce your application and provide a short summary statement of why you are applying. You should include in this letter any additional information you believe will distinguish your application from others.

If invited for an interview, you will need to be able to address the Selection Criteria contained in the Position Description. The best way to do this is to provide real examples to demonstrate your ability with respect to each of the Selection Criteria.

## **Brief description of the duties**

Key responsibilities:

- Financial viability of the VRDCA. This includes all funding applications; compliance monitoring; acquittals and reports.
- project development, implementation, management and monitoring for the VRDCA, including property- catchment- and landscape-level projects
- coordinating technical input from all stakeholders – members, associated and affiliated groups, government agency staff and other specialist individuals and/ or organisations
- developing and instituting monitoring and evaluation processes for current and proposed projects undertaken by the VRDCA
- contributing to the preparation, administration and implementation of regional and subregional catchment management strategies
- prioritising activities and identifying the future direction of VRDCA projects
- facilitating and promoting community capacity building processes that enhance the ability of the entire community to respond and adapt to change

## **Essential Attributes**

- Proven ability to work with a diverse range of stakeholders including landholders, private business, Indigenous groups, other NGOs and Government organisations

- Sound knowledge of NRM issues in the Victoria River District.
- Excellent administration and financial skills including the well-developed communication skills both written and verbal
- Good computer skills, experience with mapping software and the MS office suite
- Willingness to travel through the VRD and stay away from home
- Willingness to carry out on ground activities such as weed control.
- Current drivers licence including experience with off road driving

### **Closing**

Friday 27<sup>th</sup> February 2015

**The following criteria reflect the abilities, qualifications, experience, standard of work performance and personal qualities sought in the occupant of the position.**

### **Selection Criteria**

Applications will be assessed based on how well the applicant demonstrates experience and/ or skills relevant to each element of the selection criteria.

#### 1. Excellent Administration Skills:

- Highly developed reporting skills
- Experience leading and managing large scale, diverse NRM programs
- Highly developed conceptual, planning, analytical and organisational skills
- Highly developed written and verbal communication skills
- Ability to develop and implement strategic direction
- Well developed computer skills
- Knowledge of current government and non-government agency natural resource management legislation and policies
- Thorough knowledge of meeting procedures
- Extensive experience working independently

## 2. Well-developed Financial Management Skills:

- Knowledge of current government and non-government agency natural resource management funding opportunities
- Experience developing, administering, monitoring and reporting on externally funded projects
- Good financial management and budgeting skills
- Thorough knowledge of resource development and management principles

## 3. Understanding of the Principles of Capacity Building:

- Knowledge of community management principles
- Knowledge of human resource management principles
- Ability to lead members and volunteers and work in a team environment
- Ability to liaise with industry, internal and external stakeholders
- Experience working with indigenous communities

## 4. Experienced in on-ground work in natural resource management:

- Experience in weed management
- Experience in feral animal control techniques
- Experience in soil management techniques
- Experience in fire management
- Experience in property management planning
- Experience in the development and implementation of regional natural resource management plans
- Experience in development of Grazing Land Management and/ or Environmental Management Systems principles

## 5. Other:

- Current driver's licence
- Extensive experience in off-road driving
- Qualifications or extensive experience in natural resource management in the Northern Territory