



Southern Gulf NRM

Position Description

POSITION TITLE:	Program Coordinator – Sustainable Land Management
TENURE:	Full Time.
LOCATION:	Mount Isa, Queensland
SALARY RANGE:	Salary range between \$98,720 and 106,311 plus package benefits
REPORTS TO:	Chief Executive Officer

SOUTHERN GULF NRM

Southern Gulf NRM is a not-for-profit community-based company responsible for planning and implementation of sustainable Natural Resource Management (NRM) in the southern Gulf of Carpentaria region of North West Queensland. Southern Gulf NRM is governed by a Board of Directors under the provisions of the *Corporations Act 2001* and the Constitution of Southern Gulf NRM Ltd.

The Southern Gulf region covers 215,000 square kilometres and comprises the catchments of the Flinders-Cloncurry, Leichhardt, Gregory-Nicholson Rivers, Settlement Creek and Morning Inlet, and the Wellesley Islands.

Programs are delivered collaboratively with a range of stakeholders including all levels of government, industry groups, Traditional Owners, and conservation groups.

For more information about Southern Gulf NRM visit www.southerngulf.com.au

PURPOSE OF POSITION

The Program Coordinator – Sustainable Land Management leads, develops and implements programs and projects to support the achievement of natural resource management outcomes in the Southern Gulf region based on the strategic framework of the Southern Gulf NRM Plan. The primary focus of the position is on projects and services related to the sustainable management of rangelands grazing lands primarily used for beef production.

KEY DUTIES AND ACCOUNTABILITIES

1. Develop, lead and coordinate the delivery of natural resource management projects with a particular emphasis on projects that support sustainable rangelands land management in the Southern Gulf NRM region.
2. Manage project staff and resources to ensure efficient and effective delivery of sustainable land management projects.
3. Coordinate with and support staff involved in the delivery of other aspects of Southern Gulf NRM's programs.

4. Monitor project delivery practices and standards, ensure high standards of project and outcome reporting and actively promote improved project delivery performance.
5. Maintain close and productive liaison with project investors and partners.
6. Provide timely and effective advice to the CEO and as required, the Board on emergent program management issues and opportunities.
7. Build and maintain productive partnerships with the grazing industry, community groups, government agencies, other NRM organisations, project investors and Traditional Owners in the development and delivery of projects.
8. Identify potential project funding opportunities and develop and submit applications for funding from Government, philanthropic and corporate sources in support of natural resource management in the region.
9. Maintain a professional awareness of developments in policy and land management practices and provide advice and analysis of emerging issues and opportunities for consideration by Southern Gulf NRM management and the Board on natural resource management issues relevant to the Southern Gulf region.
10. Contribute to the success of Southern Gulf NRM team through positive and flexible contributions to the management and administration of the organisation.

SELECTION CRITERIA

Appointment to the position will be based on the following selection criteria.

1. Tertiary qualifications and/or equivalent experience in Agricultural or Environmental Science or related disciplines.
2. Demonstrated sound scientific/technical knowledge of concepts, principles and procedures relevant to natural resource management, with a particular emphasis on sustainable rangeland management.
3. Demonstrated substantial experience in industry extension principles and practices and in successfully engaging with and providing capacity building activities for the agricultural and land management sectors.
4. Demonstrated knowledge and skills in managing staff and resources to achieve organisational results.
5. High level organisational skills to coordinate multiple projects and time management to meet conflicting deadlines.
6. High level of written and oral communication skills including the ability to communicate complex concepts to a wide range of audiences and utilising appropriate technology and social media.
7. Demonstrated ability to develop and document innovative projects, identify and seek funding opportunities and to set and deliver specific objectives in collaboration with partners and stakeholders.
8. A sound understanding of demonstrated application of monitoring and evaluation principles and practice. Experience in the use of on-line MERI systems is desirable.
9. Demonstrated experience relevant to natural resource management in a remote, rangelands region would be highly desirable.

ADDITIONAL FACTORS

- This is a senior organisational role which will have significant leadership and management responsibilities. However, in addition to the program coordination and management responsibilities of the role, it will also have project delivery responsibilities.
- An organisational chart is attached.
- The position requires travel throughout the region including significant distances on unsealed roads in remote areas. Experience in four-wheel drive operation would be a distinct advantage.
- The position requires overnight travel within and outside the region.

GENERAL CONDITIONS OF EMPLOYMENT

This is a full-time position (38 hours per week). Flexible work options are available.

Rent assistance

Rent assistance of up to \$5,200 per annum (pro-rata) is available.

Relocation Assistance

Full or partial reimbursement of reasonable relocation expenses is available by agreement.

Leave

Five weeks annual leave with 17.5% loading is available.

Superannuation

Payment of an amount equivalent to 9.5% of the employee's salary to an eligible fund of the employee's choice.

Vehicle

A vehicle will be available for work use.

Location

The position is located in the Southern Gulf NRM office at Mount Isa.

Private Practice/Conflict of Interest

The successful applicant will not be permitted to engage in any trade, profession or business, which would be in conflict with the duties of his/her office. Potential employees must declare conflicts of interest prior to commencement and if any arises during the course of employment.

Smoking

Southern Gulf NRM provides a smoke free work environment.

Driver's License

A current Provisional or Open (manual) Driver's license is essential to this position and must be produced prior to commencement for verification.

Occupational Health and Safety

Southern Gulf NRM is committed to Workplace Health and Safety and strictly enforces its policy to ensure protection of staff, equipment and third parties. This policy must be adhered to by all employees. It will be a requirement of employment that the employee be conversant with and adhere to the Workplace Health and Safety Policy.

Equal Opportunity

Southern Gulf NRM is an equal opportunity employer.

Indigenous Cultural Awareness

Southern Gulf NRM staff are required to demonstrate Indigenous cultural awareness. If evidence of this cannot be provided at the time of appointment, staff must undertake appropriate training within six months of appointment.

International Applicants

International applications will not be considered unless evidence is provided of possession of the appropriate visa entitling the applicant to work in Australia. Southern Gulf NRM will not sponsor a visa for international applicants.

To apply for the position, you must submit:

1. Your *curriculum vitae*
2. A covering letter addressing the selection criteria (3 pages maximum)
3. The names and contact details of at least two referees (these will not be contacted without prior advice)

Closing date is 8.00am, Monday 14 October 2019. Applications for this position should be marked “**Private and Confidential**” and be emailed to ceo@southerngulf.com.au or mailed to:

Chief Executive Officer
Southern Gulf NRM Ltd
PO Box 2211
Mount Isa Qld 4825

For further information regarding this position, contact Andrew Maclean by phone during office hours (07) 4743 1888 or 0417 052 495 or by email at ceo@southerngulf.com.au.

Southern Gulf NRM Organisation Chart

