

## POSITION DESCRIPTION

<b>Organisation:</b>	Desert Channels Queensland Ltd	
<b>Position Title:</b>	Senior Project Officer	
<b>Reports To:</b>	Operations Manager	
<b>Direct Reports:</b>	Community Engagement Officer, Contracts and Project Officer, Identified Project Officer	
<b>Key Relationships:</b>	<b>Internal:</b>	Reporting directly to the Operations Manager supporting Project Officers; members of the Field Team, Business Services teams and DC Solutions as required.
	<b>External:</b>	Members of the community, Landcare and catchment care groups, land managers and land holders Government agencies including Federal, State, Regional Departments and Local Government. Other regional delivery staff from regional groups, industry associations and non-government organisations Industry partners and committees, technical specialists, advisory boards.
<b>Status</b>	Full Time (36.25 hours week)	
<b>Salary</b>	Salary Range \$80,000 - \$95,000. Salary negotiated with successful applicant. 12.75% superannuation Remote Area Benefits for travel, motor vehicle, mobile phone, rent and electricity Rental subsidy for 1 year Relocation costs covered	

### **Position Objective:**

The achieve the effective delivery and reporting of projects; including supporting other staff to meet project deliverables and milestones. Project delivery includes project planning, data tracking, community engagement, acquittals of projects, meeting reporting obligations; and supporting project logistics.

The role supports key actions and activities of the Organisation and assists in the achievement of the organisation's vision and mission:

- Contemporary governance and dynamic leadership will be the hallmarks of Desert Channels Group Board, Chief Executive Officer and team,
- The Desert Channels Group will ensure the organisational capability and capacity to grow its existing projects, services and products, and develop its emerging projects, services and products,

- The DCQ and DC Solutions teams will continue to: design and deliver their various projects, services and products; undertake their ongoing professional development; and attract and retain experienced and knowledgeable team members,
- Building stakeholder capacity and business growth of DCG will continue to be driven by a strategically focused Board, delivered by a dynamic and entrepreneurial Chief Executive Officer and team, and guided by our vision, mission, ethos and values.

### **Strategic Accountabilities:**

This position supports our core business of “Supporting the sustainable management and use of our natural resources” through the Key Result Areas (and key activities) of:

#### **1 Contemporary governance, dynamic leadership**

**1.1** Contemporary governance: continue to implement the Board Governance Improvement Plan, guided by updating and utilising TAGS™, The Australian Governance System.

**1.2** Board professional development: annually develop a Board Professional Development Plan that is aimed at enhancing the Board’s skills, knowledge and experience. Action Plan around Directors’ requirements.

**1.3** Business continuity plan: annually develop, implement and review a business continuity plan.

#### **2. Organisational capability, organisational capacity**

**2.1** Organisational systems: via continuous improvement meetings, improve existing or develop new organisational and/or operational systems.

**2.2** Organisational-wide performance management: develop, implement and utilise an organisational-wide performance management system.

#### **3. The DCG way, The DCG team**

**3.1** The DCG way, The DCG team: utilise the vision, mission, ethos and values statements as the guide to undertaking everyday business.

**3.2** Staff professional development: annually develop and implement a staff professional development plan to enhance the skills, knowledge and qualifications of individual team members.

**3.3** Staff recruitment and retention programs: review the success and learnings from previous staff recruitment and retention programs, and use them to guide the development and implementation of a new, innovative program supported by DCG’s extensive networks and contacts, partners and key supporters.

**3.4** Staff succession planning: developed, reviewed and implemented to ensure business continuity. Annual skills gap identification process required and succession needs.

**3.5** Data and information: to support their work, the DCQ and DC Solutions teams will have access to timely and accurate data and information that can be presented to the Board and Chief Executive Officer, as well as government departments or clients as required.

#### **4. Building capacity and business growth**

**4.1** Stakeholder engagement and education: identify, engage and educate stakeholders about the DCG strategies and projects, with the aim of promoting our capability and capacity.

**4.2 Marketing and communications:** develop, implement and monitor an annual marketing and communications plan to engage or re-engage stakeholders, strengthen the position of DCG and proactively advance and deliver our strategies and projects.

**4.3 Projects, products and services:** continue to develop and grow existing DCQ and DC Solutions projects, products and services.

**4.4 Intellectual property:** work with specialist intellectual property lawyers to secure and commercialise the intellectual property of DCQ and DC Solutions.

**4.5 Tenders, grants and submissions:** ensure staff capability to apply for appropriate tenders, grants and submissions along with philanthropic or similar potential new revenue streams for DCQ and DC Solutions.

**4.6 Mutually beneficial partnerships:** review existing, and develop new, beneficial partnerships to assist DCG to grow their businesses.

**4.7 Strategic planning events:** undertake annual strategic planning to advance the strategic thinking and development of DCG.

**4.8 Financial success; organisational sustainability:** develop and utilise a robust and integrated financial modelling tool for the existing and new business models, bringing together their respective cash flow, profit and loss and balance sheets against agreed financial targets and measures of success.

### **Strategic Context:**

The Desert Channels Queensland Senior Project Officer aims to:

- Provide support to the Desert Channels Region, regional communities and individuals through activities that increase engagement and participation in natural resource management activities.
- Ensuring widespread recognition that a healthy and resilient environment is the driver of rural productivity and community strength.
- Equipping land managers with the information and skills to enhance environmental resilience and landscape productivity.
- Using innovation, creativity and technology in land management and business practices.
- Boosting community capacity by attracting and retaining a skilled and motivated workforce to meet partner, client and donor needs.
- Increase community awareness and access to knowledge of sustainable farm and land management practices.
- Support the uptake of and increase the number of land managers that have adopted sustainable land management practices.
- Increase indigenous participation in community-based Landcare.
- In this context, Sustainable Land Management Practices are those that:
  - maintain, for current and future generations, the region's capacity to sustainably produce food.
  - enhance the capacity of rural and related landscapes to deliver ecosystem services such as clean air and water, healthy soils and biodiversity conservation.

### **Specific Workplan Deliverables**

The key activities and deliverables for this position are:

1. Plan, design, manage and maintain assigned projects, as well as appropriate data and tracking (and acquittals if required) of DCQ projects as requested, including performance reporting material through applicable reporting systems.

2. Support the CEO, Operations Manager, Business Services Manager, Field Supervisor and on-ground team in the implementation of the NRM Plan.
3. Provide high level extension with stakeholder contacts to ensure an integrated program of actions to fulfil the funding program, meet the needs of the region and provide regional and business intelligence to DCG.
4. Support Operations Manager when developing project funding applications, and or manage the relations with these clients and all clients.
5. Collaborate with Research and Development Manager and GIS Officer to ensure monitoring and reporting systems are maintained.
6. Attend team meetings and workshops as required.
7. All work must be done in accordance with approved workplace health and safety requirements, DCQ policies and procedures.
8. The officer will conduct themselves at all times in accordance with DCQ's policies and procedures including WH&S policies, Code of Conduct and present a positive image of DCQ in behaviour and demeanour.
9. Assist with continuous improvement processes including communications products and content.

### **Knowledge, Skills & Abilities:**

#### **Education / Qualifications**

A background in natural resource management and/or a relevant degree is desirable.

#### **Specialised Job Knowledge / Experience / Demonstrated Ability**

1. A proven ability to design, deliver and report on multiple, complex, high-level outcome-based projects within required timeframes, on budget and in compliance with legislative requirements is required. Tasks require a diverse range of skills and could be administrative, technical, project operational, procedural or processing or a combination of these. Skills and knowledge should be applicable to delivery of outcomes in remote rangeland environments balancing conservation and production outcomes.
2. Workloads and tasks are to be managed and prioritised to ensure that project reporting and milestones are completed to full contractual requirements.
3. Work areas and sites are governed by precedent, rules, guidelines, procedures, and instructions which must be followed at all times.
4. A high degree of computer literacy is essential including proficiency with Microsoft Office suite including high level spreadsheets, Google Office Suite, Finance systems, and the ability to adapt to Government report systems including ALF, MERIT and any other required system as directed by contractual obligations.
5. A demonstrated working knowledge of cost control principles, including the demonstrated ability to develop, prepare and review contracts at the project level is essential.
6. Effective communication and interpersonal skills to coordinate and to perform various tasks within a diverse team is important.
7. A demonstrated ability to undertake effective extension activities with Key Stakeholders, individuals and groups is important.
8. Knowledge of, or experience in, natural resource management and the issues affecting remote and regional Australia is highly desirable.
9. A demonstrated ability to supervise project staff as required to achieve project outcomes within relevant timeframes is highly desirable

#### **Licensing Requirements**

Queensland C Class Driver's Licence is mandatory

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### **Personal Attributes:**

- Communication – proven ability to connect with a range of people in diverse situations.
- Planning – ability to plan and prioritise work effort individually and as a team.
- Teamwork – ability to foster team spirit and build and maintain co-operative and productive relationships.
- Flexibility – Ability to appropriately change responses, techniques etc to situations or problems to achieve a desired result.
- Adaptability – Ability to act independently based on broad direction and to accommodate changes in the environment, organisation, culture, rules, values, technology, responsibility, etc.
- Initiative – Ability to take or organise action to achieve goals – a self-starter.
- Detail mindedness – ability to attend to all details, no matter how small, which may affect quality or performance.
- Work Quality – ability to set high standards and goals for self and others.
- Dependability – ability to meet deadlines, schedules and time commitments, keep promises and complete tasks as arranged.

### **Selection Criteria:**

The key selection criteria that will be used to identify candidates for this role are:

1. Tertiary qualifications in natural resource management, environmental science or similar disciplines
2. Demonstrated experience in designing, managing and delivering complex outcome-based projects in a leadership role.
3. Knowledge and understanding of natural resource management issues affecting the Desert Channels region of Queensland and possible strategies to address these.
4. Demonstrated ability to work in complex and changing team environments with minimal supervision.
5. Demonstrated ability to effectively report on project outcomes to external funding organisations.

### **Application Process**

Please submit

1. Cover letter with brief response to the Selection Criteria (no more than two pages).
2. Resume including two professional referees (no more than five pages).

Applications should be addressed to Simon Wiggins, Operations Manager of Desert Channels Qld PO Box 601, Longreach Q 4730 and emailed to [admin@dcq.org.au](mailto:admin@dcq.org.au) by 5.00pm Friday 26<sup>th</sup> January 2024.