



## POSITION DESCRIPTION

<b>Position Title:</b>	NRM Officer	
<b>Reports To:</b>	Senior Project Officer	
<b>Direct Reports:</b>	Nil	
<b>Key Relationships:</b>	<b>Internal:</b>	Senior Project officer, Project Officers, members of the Field Team, Business Services teams and DC Solutions.
	<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 (38 hours week)	
<b>Salary</b>	\$60,000 - \$75,000 Salary negotiated with successful applicant. 12.75% super Remote Area Benefits for travel, motor vehicle, mobile phone, rent and electricity. Rental subsidy for 1 year (if recruited external to the region) Relocation costs covered. Retention bonus	

### **Position Objective:**

Provision of project delivery and support services; including field monitoring, event delivery, preparation of communications materials and a wide range of support for program/project staff to meet project deliverables and milestones.

Assist in the delivery of project activities to community groups (e.g. Landholder groups), schools, Local Governments and land managers, providing extension and education to landholders focused on sustainable agriculture and climate smart agriculture.

Project support includes developing and managing project budgets, data tracking and acquittals of projects, managing aspects of the 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 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 and water management, biodiversity conservation and environmental management practices.
- Increase indigenous participation in community based NRM across the region.

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.

### **Workplan Deliverables:**

The key activities and deliverables for this position are:

1. Coordinate, manage and maintain projects, as well as appropriate data and tracking (and acquittals if required) of all DCQ projects, including performance reporting material through MERIT and other systems.
2. Develop and publish communication material in collaboration with other project staff.

3. Develop and deliver community engagement and education activities that contribute to implementing projects.
4. 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.
5. Support the Senior Project Officer and Operations Manager to develop projects, and / or manage client relationships.
6. Manage historical and new projects data.
7. Collaborate with the GIS Officer and Field team to ensure monitoring and reporting systems are maintained.
8. Collate project information (in both hardcopy and soft formats).
9. Attend team meetings and workshops as required.
10. All work must be done in accordance with approved workplace health and safety requirements, DCQ policies and procedures.
11. Staff are to conduct themselves at all times in accordance with DCQ's Code of Conduct and present a positive image of DCQ in behaviour and demeanour.

**Knowledge, Skills & Abilities:****Education / Qualifications**

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

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

- Proven ability to support multiple, projects within required timeframes, on budget and in milestone requirements. Tasks require a diverse range of skills and could be administrative, technical, project operational or a combination of these.
- Manage workloads and prioritise tasks to ensure that project reporting and milestones are completed to full contractual requirements.
- Computer literacy including Microsoft Office suite, spreadsheets, Google Office Suite, Finance systems, and the ability to adapt to Government report systems including MERIT and any other required system as directed by contractual obligations.
- Demonstrated working knowledge of budgeting, and cost control principles, including the demonstrated ability to develop, manage and analyse financial budgets and prepare and review contracts at the project level.
- Effective communication and interpersonal skills to coordinate, motivate and obtain cooperation and assistance to perform various tasks within a diverse team.
- Demonstrated ability to undertake and/ or learn effective extension activities with key stakeholders, individuals and groups.
- A demonstrated ability to engage with a wide range of stakeholders (for example: landholders, community groups, state and local government officers, industry specialists and regional business organisations), build relationships with landholders and co-ordinate with multiple stakeholders on projects including landholder and stakeholder contracts, management and acquittals.
- The ability to develop and implement work practices to improve operational efficiency, and provide support to the Operations Manager and the team.
- Knowledge of, or experience in, natural resource management and the issues affecting remote and regional Australia would be an advantage.

**Licence Requirements**

Queensland C Class Driver's Licence is mandatory

**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:

- Tertiary qualifications in natural resource management, environmental science or similar disciplines is desirable.
- Demonstrated experience in managing and delivering complex projects through others (staff, community groups or consultants/contractors)
- Demonstrated ability to work in complex and changing environments with minimal supervision.
- Knowledge and understanding of natural resource management issues affecting the Desert Channels region of Queensland and possible strategies to address these.
- Demonstrated ability in report writing as well as effective collection, collation and presentation of data and information.
- Demonstrated ability to work in a team, developing and maintaining positive relationships to assist the growth of an organisation.
- Demonstrated capability, or ability to acquire the capability, of utilising computer software such as Microsoft Office, Google Cloud and Government report systems including ALF, MERIT and any other required system as directed by contractual obligations.