

# Management Position Description

## Position Title: Coastal Management Officer

<b>Department:</b> Coastal Program	<b>Level:</b> 1.0 FTE <sup>1</sup>
<b>Salary Range:</b> \$52,998 - \$54,503	<b>Location:</b> NACC Geraldton
<b>Reports to:</b> NACC Coastal Program Coordinator	<b>Date:</b> 3 January 2012
<b>Liases with internally</b>	Climate Change Coordinator, Biodiversity Program Coordinator, Water Program Coordinator, Social Science Research Officer, Indigenous NRM Officer, Communications Officer.
<b>Liases with externally</b>	Community groups, local governments, regional NRM groups, Department of Planning, Department of Transport, Department of Environment & Conservation, Western Australian Local Government Association, Aboriginal groups, not-for-profit organizations, educational institutions and industry groups.
<b>Overall goal</b>	Assist the Coastal Program Coordinator in the delivery of NACC's Coastal Program by implementing coastal and NRM strategies through the development of capacity building and on-ground projects that help coastal managers and other stakeholders <sup>2</sup> to plan for and mitigate the impacts of climate change, urban development and other human uses on the region's coastal ecosystems.
<b>Position Objectives</b>	<ul style="list-style-type: none"> <li>▪ N/A – see Coastal Program objectives</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Support coastal managers and other stakeholders to initiate, plan and coordinate on-ground projects that act to implement recommendations identified in coastal management plans and regional NRM plans.</li> <li>▪ Develop and coordinate workshops, events, projects and articles that help to build knowledge, skills and awareness of regional coastal managers and other stakeholders<sup>2</sup> for implementing coastal management plans and regional NRM plans.</li> <li>▪ Provide best practice coastal management technical advice and support to coastal managers and other stakeholders<sup>2</sup>.</li> <li>▪ Continue to develop and support new and existing relationships and networks with coastal managers and other stakeholders<sup>2</sup>.</li> <li>▪ Identify and apply to funding sources to assist the implementation of coastal management plans and regional NRM plans.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Reporting and other duties as required.</li> </ul>
<b>Organisational Relationships</b>	<ul style="list-style-type: none"> <li>▪ Reports to the NACC Coastal Program Coordinator.</li> <li>▪ Liaises with various environmental bodies and government agencies in the accomplishment of responsibilities.</li> </ul>
<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>▪ Degree in Coastal Zone Management, Environmental Management, Environmental Planning, Environmental Science, Geography, Natural Resource Management, Sustainable Development, or Urban and Regional Planning.</li> <li>▪ Understanding of integrated coastal zone management principles.</li> <li>▪ Highly developed interpersonal, oral and written communication skills.</li> <li>▪ Ability to work successfully both as part of a team and individually with minimal supervision.</li> <li>▪ Understanding of the project management lifecycle.</li> <li>▪ "C" class manual driver's licence.</li> </ul>
<b>Preferred Criteria</b>	<ul style="list-style-type: none"> <li>▪ Experience in project management.</li> <li>▪ Experience in working with volunteers, community groups and the broader community.</li> <li>▪ Experience in working with local and state government agencies.</li> <li>▪ Experience in grant application writing.</li> <li>▪ Familiarity with the Northern Agricultural Region (WA) and its biophysical, social, political and economic systems.</li> <li>▪ Experience in working with Geographic Information System software.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>▪ This role may require periods of work outside normal hours.</li> <li>▪ Potential for driving long distances alone including occasionally at night.</li> </ul>

<sup>1</sup>Position subject to a three (3) month probation period from date of commencement.

<sup>2</sup>Stakeholders include; Coastcare Groups, 'Friends of' groups, other community groups, the broader community, local governments, regional NRM groups, Department of Planning, Department of Transport,

Department of Environment & Conservation, Western Australian Local Government Association, Aboriginal groups, not-for-profit organizations, educational institutions and industry groups.

### More information

Enquiries regarding the position prior to January 31<sup>st</sup> should be directed to the NACC Coastal Program Coordinator Ashley Robb at [ashley.robbs@nacc.com.au](mailto:ashley.robbs@nacc.com.au) or 08 9938 0125 / 0427 989 112.

Enquiries after January 31<sup>st</sup> should be directed to NACC CEO Shelley Spriggs at [Shelley.spriggs@nacc.com.au](mailto:Shelley.spriggs@nacc.com.au) or 08 9938 0100.

### Applications

Email the following documents by 5:00pm Monday 20<sup>th</sup> February 2012 to the NACC Coastal Program Coordinator at [ashley.robbs@nacc.com.au](mailto:ashley.robbs@nacc.com.au) :

- Brief letter (no more than 2 pages) outlining relevant experience directly related to Essential Criteria listed above.
- Curriculum vitae including names and contact details of professional and personal referees. Please provide current details as referees will be contacted.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

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Name

Date

#### Instruction for staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This is a living, breathing document and may change with the needs of the Business. Please keep the Manager informed if you have any changes in the position.

#### Instruction for managers

1. Provide a copy of the Position Description with the letter of offer.
2. Copy the signed copy of the Position Description and give to the Staff Member.
3. Register the signed Position Description on the Staff File Database.
4. Place the signed copy of the Position Description on the staff file.

Northern Agricultural Catchments Council (NACC)

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