

Northern Agricultural Catchments Council

Instructions to Candidates

Thank you for your expression of interest in the position of Bushcare Officer at the Northern Agricultural Catchments Council. Please find below:

- Position Description
- Application requirements

Position Description

Job Title: Bushcare Officer	Level: A4 to P1 (NACC Enterprise Agreement)
Salary Range: \$66,619– \$72,987	Location: Perenjori
Reports to: Biodiversity Program Coordinator	Contract Period: Until June 2018
Position Objectives	<p>Fundamental to the core values and aims of NACC's Biodiversity Program, this role is centred on engagement of private landholders within the Northern Agricultural Region with the aim of identifying key areas for habitat restoration works.</p> <p>The successful candidate will work with local landholders in association with a number of agencies, individuals and interest groups so extensive skills in communications and administration are a must.</p> <p>The successful candidate will need to also demonstrate skills in planning and application of on-ground works ranging from identification of project areas, implementation and show ingenuity in problem solving. The candidate will also need a sound knowledge in the needs of fauna and flora of the Midwest area and beyond.</p> <p>The position will also support other Biodiversity Program activities as directed by the Biodiversity Coordinator.</p> <p>This will be a full-time position (1.0 FTE) based in the NACC Perenjori office, however the location may be negligible for successful candidate. The position will require occasional travel which may include overnight stays, including travel to NACC's main office in Geraldton. The position will have shared use of a work vehicle.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Act as a point of contact for land managers wishing to access funds/support through NACC's Biodiversity Program. • Develop management agreements with land managers for the provision of NACC's Biodiversity Program and support land managers for the successful completion of these services/works. • Develop and maintain NACC community relationships including responding to general enquiries, assisting with planning and delivery of workshops/events; as well as generating awareness and encouraging participation by land managers in NACC Biodiversity activities. • Source funding/sponsorship and support for project activities. • Liaise with internal and external stakeholders to ensure collaboration and that all program/project objectives are met on time. • Adhere to NACC's policies and procedures with particular attention given to OSH&E.

Please note: This duty statement is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

Selection Criteria

1. Minimum of a Degree or Diploma in Environmental Science, Natural Resource Management, or related field and/or extensive relevant experience.
2. Demonstrated understanding and experience in working with land managers, community groups and farm improvement groups and the development and maintenance of relationships with these stakeholders
3. Sound interpersonal and teamwork skills including the ability to foster productive working relationships with a variety of people and organisations.
4. Demonstrated ability to work independently in a regional office to manage a personal workload having regard to team and organisational needs, performance measures, quality and timeliness.
5. Knowledge of natural resource management issues affecting the Northern Agricultural Region.
6. Commitment and passion for natural resource management and the Mission and Values of NACC.
7. Computer proficiency including Microsoft Office Suite and ArcMap.
8. Current WA C Class Driver's licence – 4WD experience preferable.

Application Requirements

Applications to include:

- Statements explicitly addressing the Selection Criteria (please use the headings and numbering as listed above).
- Cover letter

Application Tips: (The following is suggested to assist you in writing your statement addressing the application.)

- For each of the essential and desirable criterion, draw on your previous experience to write a brief statement that describes a situation in which you successfully utilised the skill or attribute to achieve a successful outcome.
- The examples can be from your previous work experience, studies or general life experience and should contain a description of the situation, an outline of the action you took, how the skill or attributes assisted you and the end result of the action. In some instances one statement may address more than one criterion, although this needs to be indicated.
- It is intended that the final statement addressing all criteria should be about 2 – 4 pages in length or approximately half a page to a page per criterion, although the content is far more important than the volume.

For further information or to submit your application, please email jessica.stingemore@nacc.com.au ensuring you place the title of the position in the "Subject" line of your email. Applications close Friday, 18 August 2017. Incomplete or late applications cannot be accepted.