

Job Description Form

Position Title: Coastal and Marine Project Officer

Department: NACC	Level: A3 – A6
Salary Range: \$64,818-\$70,376	Location: Jurien Bay
Reports to: Coastal and Marine Program Coordinator	Closing Date: 30 October 2015
Liases with internally	Other NACC Staff – CEO – NACC Chair –NACC Board Directors
Liases with externally	External Stakeholders – Coastal and marine managers (local and state government agencies), community groups, Aboriginal Groups, non-government organisations, NRM Groups, other relevant government agencies
Position Objectives	This position works as part of the Coastal and Marine team who are responsible for on-ground delivery of NACC projects in collaboration with regional partners, contractors and community groups. This position will work under the guidance of the Coastal and Marine Program Coordinator or CEO on the project “Coastal restoration, adaptation planning and seabird monitoring in the Northern Agricultural Region” and related projects as determined by the Program Coordinator.
Key Responsibilities/ duties	<p>Support:</p> <ul style="list-style-type: none"> • Delivery of NACC projects in collaboration with regional partners, contractors and community groups • Support for Coastal and Marine events such as workshops, festivals and field days, including assisting with provision of technical advice, promotion, organisation (including, RSVPs, venues and catering), attending the event and post-event media • Identify opportunities for capacity building within the local community and provide support, including technical advice and education, to engage them in coastal and marine issues • Manage Photomon Services (app and database), including support to NAR stakeholders • Act as a first point of contact for external stakeholders wishing to access funds through the Coastal Community Grant Programs and assist with program administration • Assist with development of Request for Quotes and Management/Service Agreements with contractors for the provision of services/works and liaise with coastal and marine managers on delivery of these services/works • Liaise with other team members and external stakeholders to ensure targets and budgeting are met • Participate in the development of new program initiatives • Provide support to coastal and marine community groups to assist them to obtain funding • Support for NACC’s regional programs such as the Education School Package, including supporting schools to seek funding for program implementation

	<p><u>Monitoring, Evaluation, Reporting and Improvement</u></p> <ul style="list-style-type: none"> • Assist monitoring and evaluation processes by recording, reporting and mapping achieved activities • Advise on any problems and/or solutions to improve NRM delivery • Establish and deliver on-ground monitoring programs, including manage Photomon Services (app and database) • Retain currency of program information in NACC databases utilising GIS as required • Up to date entry of appropriate project data in NACC's databases • Provide activity updates at Coastal and Marine team meetings <p><u>Communication</u></p> <ul style="list-style-type: none"> • Promote NACC Programs through local networks, including newsletters and social media • Draft press releases, articles and web updates in collaboration with NACC's PR/Marketing Officer • Provide a point of contact/liaison between internal and external stakeholders • Inform NACC of potential environmental consultancy opportunities • Serve the NAR community by increasing community knowledge and understanding of NRM issues • Undertake public presentations at meetings, workshops and conferences <p><u>General</u></p> <ul style="list-style-type: none"> • Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work • Apply the guidelines and the principles of NACC Policies and Procedures • Participate in work plan development and performance review procedures as required • Undertake other duties as required
Key Reporting Roles	<ul style="list-style-type: none"> • Report directly to the Coastal and Marine Program Coordinator • Work closely with the Program Coordinator to achieve on-ground delivery of NACC projects as directed
Essential Criteria	<ul style="list-style-type: none"> • Degree in Environmental Science or similar qualification • Experience working with community groups and/or land managers • Excellent communication and written skills • Knowledge of natural resource management issues affecting the NAR • Ability to work co-operatively within a team environment • C Class driving licence.
Desirable Criteria	<ul style="list-style-type: none"> • Experience with HP TRIM software • Experience with ArcGIS software



Northern Agricultural Catchments Council

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

Employee Signature

Date

Employee Name (please print)