

Thank you for your expression of interest in the position of **Regional Agriculture Landcare Facilitator** at the Northern Agricultural Catchments Council (NACC. Please find below:

- Position Description
- Application requirements

POSITION OVERVIEW

Position Title	Regional Agriculture Landcare Facilitator (RALF)
Position Location	Geraldton (or other significant centre in the Northern Agricultural Region – NAR)
Employment Status	0.8 FTE
Contract Agreement	As per the conditions of the NACC Enterprise Agreement (2013)
Classification and Salary	P1 to P4 NACC Enterprise Agreement 2013) – \$72,987 - \$81,192 (pro rata).
Contract Term	1 September 2018 – 30 June 2021
Reports to	Sustainable Agriculture Projects Manager
Positions under Direct Supervision	Nil

KEY RESPONSIBILITIES

The Regional Agriculture Landcare Facilitator (RALF) will lead the development and delivery of the NAR Regional RALF Plan; support other agricultural activities and/or projects; and assist in developing and supporting local partnerships.

This role will work with NACC Sustainable Agriculture Projects Manager to increase Landcare activity in the region by increasing community skills, knowledge and engagement, and their ability to investigate, understand, accept and adopt changes in sustainable agriculture.

Based in Geraldton, or another significant centre in the NAR, the RALF will work closely with landholders and the community, and with local government, State agencies, industry and other natural resource management (NRM) regions, to ensure project outcomes are achieved in a timely manner and within budget. The RALF will be expected to travel widely across the region to fulfil the duties of the role.

Specifically the RALF is responsible for:

1. Planning and delivery of the *NAR Regional RALF Plan* under the *Regional Agriculture Landcare Facilitator Core Services component of Regional Land Partnerships*, with key elements including: Plan Objectives; Key measureable activities to be implemented; Stakeholder engagement; Communications; and MERI planning and reporting.
2. Assisting the NACC Sustainable Agriculture Projects Manager to achieve Sustainable Agriculture projects goals and outcomes, and to develop applications to acquire funds and/or partnerships to deliver Investment Plan activities.
3. Facilitating increased involvement of the agricultural community in the development and maintenance of strategic networks, and liaise regularly with land managers; regional community leaders; and all key relevant groups including: local and regional Landcare groups; agricultural production /grower groups; community groups; local, state and federal government agencies; NRM networks; and other NRM organisations.
4. Ensuring that program-level activities and projects are delivered in an accountable manner that maximise return on investment.
5. Ensuring the community and key stakeholders are engaged with, and aware of, RALF activities.
6. Project reporting using GRID and MERIT for National Landcare Program.

KEY DUTIES

**Core Services
(RALF Component)**

- Complete a *Regional Agriculture Landcare Facilitator Plan* for the NAR management unit (including a stakeholder engagement plan, a communication plan and a MERI plan) within two months of the commencement date, and implement plan.
- Provide a central contact point and support for farmers and community groups (see #3 above) to participate in Landcare activities by ensuring these groups are aware of national, state, and local Landcare schemes/initiatives and Sustainable Agriculture project activities; and support their participation NACC Sustainable Agriculture project activities.
- Undertake effective publicity and communication of Landcare and NRM information to groups and the wider community across the NAR through the most appropriate means for the target audience.
- Support regional community groups with project development and funding applications to assist groups in accessing additional pools of funding for Landcare/NRM works in the NAR.
- Maintain the relationship with the Department of Agriculture and Water Resources, and other RALF practitioners across Australia through the RALF network.

The RALF will play a pivotal role in ensuring the agricultural community of the NAR is fully engaged in NRM activities in the NAR. This will include:

- Undertake regular (weekly) engagement with local farmers, Landcare, grower groups, etc. to identify needs and gaps, and to support them to better manage and protect natural resources.
- Conduct regular meetings, workshops and field days with members of the community – to promote the Landcare ethic, to expand interest and activity in Landcare/NRM across the region, and to support the increased capacity of landholders to develop and implement innovative practices to improve the condition of natural resources.
- Attend meetings, provide support, and broker information and services to local community groups (see #3 above).
- Support local community groups with project development, and with accessing public and private funds to assist these smaller groups in accessing additional funding, resources and membership – in particular but not limited to *Smart Farming* grant opportunities under NLP2, as and when they arise.
- Ensure local community groups are connected as a sub-regional network, are aware of NACC project activities, and support their participation. Convene the *Northern Agricultural Region Sustainable Agriculture Network (NARSAN)*. NARSAN is a network of groups committed to work collaboratively to identify project opportunities and collaborate on these, to achieve the most efficient and effective outcomes for Sustainable Agriculture.
- Actively facilitate at least one partnership initiative per year between local Landcare/NRM groups and farmers to foster Sustainable Agriculture initiatives and outcomes.
- Deliver community activities such as workshops, farm demonstration trials, and peer learning activities.
- Liaise with NACC Sustainable Agriculture program/project staff to provide feedback to the Australian Government on various issues and for events, such as reporting on the impact of natural disasters on farmers and organising field visits for ministers.
- Work with other RALFs in other Management Units (particularly adjoining units) to assist in the coordination of methodologies, activities and funding proposals for cross-tenure issues. Participate in regular National and State RALF meetings and provide feedback on project progress, lessons learnt, key issues and achievements in the Management Unit.
- Support the development, delivery, monitoring and evaluation of NACC's Community Engagement Plan.
- Undertake effective communications of Landcare/NRM information to-and-from local community groups and the wider community.
- Develop and maintain the RALF MERI plan, ensure all ongoing monitoring is maintained, and report all RALF Plan outcomes to the Australian Government in the required MERI timeframe.
- Maintain an ongoing productive relationship with nominated representatives the Department of Agriculture and Water Resources.

Other Duties	<ul style="list-style-type: none"> • Uphold NACC's Mission, Vision and Values, and contribute positively to NACC's organisational culture of excellence. • Adhere to NACC's Staff Code of Conduct, and all NACC policies and procedures with particular attention given to OH&S. • Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work. • Participate in work plan development and performance reviews as required. • Undertake required extensive travel and overnight stays as required to fulfil duties. • Undertake other duties as may reasonably be expected, or as directed by the CEO.
---------------------	--

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

Essential

- Tertiary qualification in NRM or relevant thematic field (e.g., agriculture), and/or demonstrated experience in a relevant role.
- Demonstrated experience in project management and implementing project management methodologies with a natural resource management focus.
- Sound interpersonal skills: Ability to communicate effectively and work with a range of individuals, community groups, government, partnership organisations and other Landcare/NRM Stakeholders.
- Demonstrated ability to work as an individual and as part of a team.
- Ability to meet deadlines and be flexible in assisting with team priorities.
- Excellent written communication skills including the preparation of reports.
- Commitment and passion for natural resource management, and the Mission and Values of NACC.
- Sound skills and experience in the use of a Personal Computer and in particular Microsoft office computer software.
- Effective negotiation, liaison and presentation skills.
- A current 'C' Class driver's licence.

Desirable

- Experience in the use of GIS.
- Experience in the use of a 4WD vehicle.

* * * * *

I have read and understand the requirements of the role as detailed in this job description form. I will undertake the role as described to the best of my ability and hereby accept the responsibilities and duties for the position as described on this job description form.

Signed by: (Appointee's signature). Date:/...../.....

APPLICATION REQUIREMENTS

- Visit the NACC website jobs section, and download the JDF and application information.
- Complete a Cover Letter expressing your interest and suitability for the advertised position.
- Complete a written response clearly addressing and highlighting all the areas outlined under the Selection Criteria. This includes the essential and desirable qualifications, skills and experience*
- Submit your (i) Cover Letter, (ii) Resume/Curriculum Vitae which summaries your experience, and (iii) Statements addressing the Selection Criteria.

** Applications that do not include a completed Cover Letter, or that do not address the Selection Criteria will not be accepted.*

For further information or to submit your application, please contact NACC Sustainable Agriculture Projects Manager Callum Love on 08 9938 0100 or callum.love@nacc.com.au - ensuring you place the title of the position in the "Subject" line of your email. Incomplete or late applications cannot be accepted.

APPLICATIONS CLOSE: FRIDAY 10 AUGUST 2018, 5PM WST

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.