

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

- Position Description
- Application requirements

POSITION OVERVIEW

Position Title	Bushcare Officer
Position Location	Geraldton (or other significant centre in the Northern Agricultural Region – NAR)
Employment Status	0.8 FTE NACC will also consider offering this position to two individuals on a job-share basis (e.g., 0.4 FTE each).
Contract Agreement	As per the conditions of the NACC Enterprise Agreement (2013)
Classification and Salary	A4 – P2 NACC Enterprise Agreement 2013 \$66,619 - \$75,032 (pro rata).
Contract Term	1 November 2018 – 30 June 2021
Reports to	Biodiversity Program Coordinator
Positions under Direct Supervision	Nil

KEY RESPONSIBILITIES

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.

Based in Geraldton, or another significant centre in the NAR, the Bushcare Officer 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 - so extensive skills in communications and administration are a must.

The successful candidate will need to also demonstrate skills in planning and application of on-ground works ranging from identification of project areas to implementation, and also 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.

The Bushcare Officer will be expected to travel widely across the region to fulfil the duties of the role.

The position is ideally suited to a graduate wishing to develop a rewarding career within a high energy team environment.

KEY DUTIES

Biodiversity Program	<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. • Liaise with internal and external stakeholders to ensure collaboration and that all program/project objectives are met on time.
-----------------------------	---

	<ul style="list-style-type: none"> Undertake effective publicity and communication of NRM information to groups and the wider community across the NAR through the most appropriate means for the target audience.
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 and/or Biodiversity Coordinator.

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

- Degree or Diploma in Natural Resource Management or equivalent and/or demonstrated experience in a relevant role.
- 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.
- Sound interpersonal skills: Ability to communicate effectively and work with a range of individuals, community groups, government, partnership organisations and other 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.
- 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.
- 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 Biodiversity Program Coordinator Jessica Stingemore on 08 9938 0100 or jessica.stingemore@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: Wednesday, 24 OCTOBER 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.