



Thank you for your expression of interest in the position of **Programs and Operations Manager** at NACC NRM. Please find below:

- Position Description
- Application requirements

## POSITION OVERVIEW

<b>Position Title</b>	Programs and Operations Manager
<b>Position Location</b>	Geraldton
<b>Employment Status</b>	1 FTE
<b>Contract Agreement</b>	As per the conditions of the NACC Enterprise Agreement (2013)
<b>Classification and Salary</b>	NACC Enterprise Agreement P5 - M1 (\$83,930 - \$94,482) dependent on skills and experience
<b>Contract Term</b>	1 January 2020 – 30 June 2023
<b>Reports to</b>	CEO
<b>Positions under Direct Supervision</b>	Sustainable Agricultural Program Coordinator, Bushcare Officer, Coastcare Officer.

## KEY RESPONSIBILITIES

As part of the Executive Team, the Programs and Operations Manager contributes to all outcomes of the NACC NRM 2019-2023 Strategic Plan through absolute commitment to NACC NRM's values. The Executive Team works together to allocate responsibilities and authority in line with the NACC NRM thematic strategic plans, corporate initiatives, opportunities, and demands.

In general, the Programs and Operations Manager has overarching responsibility for the management and delivery of NACC NRM's delivery contracts, development of programs to achieve NRM outcomes, monitoring, evaluation, reporting and staff supervision.

NACC NRM adopts a collaborative project delivery approach through regional partnerships. This position is responsible for building and maintaining meaningful and productive project-delivery partnerships and co-management arrangements within the Northern Agricultural Region community and beyond. NACC NRM is also an active facilitator, seeking to better integrate programs across partner organisations, to deliver more effective outcomes for the Northern Agricultural Region.

The Programs and Operations Manager will play an important role in facilitating better program linkages consistent with achieving the objectives of the Regional NRM Plan (NARvis).

The Programs and Operations Manager will provide high level management and support to the organisation's Sustainable Agriculture Team and will lead the Biodiversity and Coastal Program Teams and support effective planning, delivery and monitoring of projects focussed on improving terrestrial and coastal biodiversity and delivery of natural resource management support for landholders across the region.

## KEY DUTIES

Key Result Areas	Key Duties
<p><b>Program/Project Facilitation &amp; Leadership</b></p> <p>Lead, manage and coordinate the delivery of strategic outcomes</p>	<ul style="list-style-type: none"> <li>• Overseeing the effective and efficient delivery of key NRM projects and investment programs including planning and development, high-level leadership and management, monitoring, performance reporting and evaluation of impact across all NACC NRM programs.</li> <li>• Lead and manage the Biodiversity and Coastal Program Teams and instil by example absolute commitment to NACC NRM's values and positive culture that leads to NACC NRM delivering our Purpose, Way and Impact.</li> <li>• Provide high level project management including overseeing large contracts, budgets and project plans.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring that the wide range of technical expertise required for project delivery is sourced (either internally or externally) to ensure high quality delivery and investment outcomes, including negotiating science partnerships to enhance project delivery.</li> <li>As a member of the Executive Team, identify and develop opportunities for collaborative projects and funding opportunities to more effectively implement the Regional NRM Plan.</li> </ul>
<p><b>Business Planning and Development</b></p> <p>Lead, manage and coordinate Business development opportunities including new funding opportunities and commercial arrangements</p>	<ul style="list-style-type: none"> <li>Working across the technical team and in collaboration with the CEO, develop and negotiate investment proposals, deliverables, milestones and schedules for government and other NRM funding programs.</li> <li>As a member of the Executive Team, identify and develop opportunities for collaborative projects and funding opportunities to more effectively implement the Regional NRM Plan.</li> <li>Support NACC NRM staff to find innovative, creative and pragmatic solutions to existing and emerging issues, barriers and challenges relating to natural resource management.</li> <li>Independently apply problem solving approaches to issues/situations, ensuring an adequate analysis of necessary and available information, and the appropriate involvement of NACC NRM staff, partners and others.</li> </ul>
<p><b>Community Engagement</b></p> <p>Develop strategic programs and processes to ensure community participation in NACC NRM programs.</p>	<ul style="list-style-type: none"> <li>Build and maintain relationships with key stakeholders to achieve regional coordination and integration of natural resource management activities consistent with NAR Regional NRM Plan. These relationships include but are not limited to community, industry, government, research and development, the science sector and other regional bodies.</li> <li>Provide technical leadership, direction and support to the organisation ensuring that community engagement and collaborative partnerships are based on sound and transparent principles in a whole of landscape context and that planning processes and decision making are informed by best available science.</li> <li>Contribute at a strategic level in relevant forums and working groups.</li> </ul>
<p><b>Strategic</b></p> <p>Develop and lead strategic initiatives contributing to the delivery of the NACC NRM Strategic Plan.</p> <p>Ensures NACC NRM operates efficiently and effectively in delivering program outcomes.</p>	<ul style="list-style-type: none"> <li>Contribute to the delivery and review of NACC NRM Strategic Plan and support the development and review of thematic strategic plans.</li> <li>With support from the Executive Team, coordinate the review of NARvis.</li> <li>Project logic, project management planning and Monitoring, Evaluation, Reporting and Improvement (MERI) frameworks are utilised in establishing and maintaining projects to deliver the Operations Plan</li> <li>As a member of the Executive Team contribute to the review and development of organisation wide policies and procedures.</li> <li>Support development and implementation of effective monitoring, evaluation and review systems that inform NRM planning and delivery processes, and meet the needs of internal, regional and other stakeholders.</li> </ul>
<p><b>Personal Integrity Advocacy Equity and Ethical behaviour</b></p> <p>Demonstrate leadership and manage behaviour that deliver fair and ethical outcomes across NACC NRM's team.</p>	<ul style="list-style-type: none"> <li>Apply and promote the principles of equity, diversity, occupational safety and health in the workplace, including adherence to NACC NRM Staff Code of Conduct at all times.</li> <li>Strive to deliver NACC NRM's Purpose and uphold NACC's values at all times. Contribute positively to NACC NRM's organisational culture of excellence.</li> </ul>
<p><b>Organisation wide responsibilities</b></p>	<ul style="list-style-type: none"> <li>Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work.</li> <li>Assist in the delivery and development of NACC's Reconciliation Action Plan.</li> <li>Participate in work plan development and performance reviews as required.</li> <li>Undertake required extensive travel and overnight stays as required to fulfil duties.</li> <li>Undertake other duties as may reasonably be expected, or as directed by the CEO (or equivalent).</li> </ul>

**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

- Demonstrated commitment to and passion for natural resource management, and the organisational values of NACC NRM.
- Demonstrated understanding of contemporary NRM issues, together with an understanding of Australia's system of regional NRM and government policy priorities. An appropriate tertiary degree with technical skills to support delivery of conservation ecology and/or natural resource management and strategic planning or equivalent experience must also be demonstrated.
- Demonstrated leadership and management skills to establish, deliver and monitor outcomes, goals and objectives, manage employees, budgets and work programs within collaborative project environments.
- Demonstrated high level interpersonal skills including the ability to work effectively with diverse stakeholder groups (farmers, Indigenous landholders, community and industry groups and, government) and with partner organisations to develop and implement sustainable natural resource management projects and motivate others to achieve objectives and resolve complex situations.
- Developing, planning and implementing high profile strategies, programs, initiatives and projects, including identifying issues, undertaking research, evaluating findings and presenting possible solutions;
- Demonstrated ability to prepare and present high quality complex reports, documents and briefing papers both in written and oral format;
- Proven ability to provide leadership in a complex and ever-changing not-for-profit environment.
- Demonstrated ability to work independently using sound judgement to determine direction, approaches to issues, solving problems and make decisions appropriate to your delegated authority.
- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, ethical conduct and the Anti-Discrimination Act.

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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 NRM 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 CEO Katherine Allen on 08 9938 0100 or [Katherine.Allen@nacc.com.au](mailto:Katherine.Allen@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: MONDAY, 9 December 2019 10am WST**

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

- For each of the 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 4 -6 pages in length or approximately half a page to a page per criterion, although the content is far more important than the volume.