

## SCHEDULE A DUTY STATEMENT Sustainable Agriculture Project Officer

### Position Overview

<b>Position Title</b>	Sustainable Agriculture Project Officer
<b>Position Location</b>	Geraldton, Perenjori (other locations considered)
<b>Employment Status</b>	0.6 FTE
<b>Contract Agreement</b>	As per the conditions of the NACC Enterprise Agreement (2013)
<b>Classification and Salary</b>	P1 – \$72,987 + Superannuation(pro rata).
<b>Contract Term</b>	Commencing early 2021, ending 30 June 2022
<b>Reports to</b>	Sustainable Agriculture Program Coordinator
<b>Positions under Direct Supervision</b>	Nil

### Key Responsibilities

The Sustainable Agriculture Project Officer will support the delivery of agricultural activities and/or projects throughout the NAR; and assist in developing and supporting local partnerships.

Under the Sustainable Agriculture Program Coordinator’s supervision, this role will work with the NACC NRM Sustainable Agriculture team to increase Landcare activity in the region. The role will focus on increasing community skills, knowledge and engagement, and supporting landholders’ ability to investigate, understand, accept and adopt changes in agriculture and farm systems.

Based in Geraldton or Perenjori (other significant centres in the NAR considered), the Sustainable Agriculture Project Officer will work closely with landholders, the community, local government, State Government agencies, industry and other natural resource management (NRM) professionals, to ensure project outcomes are achieved on-time and within budget. The Sustainable Agriculture Project Officer will be expected to travel extensively throughout the NAR to fulfil the duties of the role.

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The Sustainable Agriculture Project Officer's responsibilities include:

1. Plan and deliver the Regional Landcare Partnerships and Smart Farms Small Grants Projects. Key elements to achieve this are: Plan Objectives; Implement key measureable activities; Stakeholder engagement; Communications; and Reporting.
2. Assist the Sustainable Agriculture Program Coordinator to achieve Sustainable Agriculture projects goals and outcomes, develop funding applications and/or support the development of partnerships to deliver Sustainable Agriculture Program activities.
3. Facilitate 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, and state agencies; NRM networks; and other NRM organisations.
4. Ensure that project-level activities are delivered in an accountable manner that maximises return on investment.
5. Ensuring the community and key stakeholders are engaged with, and aware of, NACC NRM Sustainable Agriculture activities.

## Key Duties

<p><b>Project Related Responsibilities</b></p>	<p>The Sustainable Agriculture Project Officer 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:</p> <ul style="list-style-type: none"> <li>• Under supervision from the Sustainable Agriculture Program Coordinator coordinate and deliver community activities including workshops, farm demonstration trials, and peer-to-peer learning activities.</li> <li>• Provide a central contact point and support for farmers and community groups to participate in Landcare activities and support participation in NACC NRM Sustainable Agriculture project activities.</li> <li>• Support effective publicity and communication of Landcare and NRM information and activities to groups and the wider community across the NAR through the most appropriate means for the target audience.</li> <li>• Undertake regular engagement with local farmers, Landcare and grower groups, etc. to identify needs and gaps, and to support them to better manage and protect natural resources.</li> <li>• Support local community groups with project development, and with accessing public and private funds to assist these groups in accessing additional funding resources and/or networks.</li> <li>• Ensure local community groups are connected as a sub-regional network, are aware of NACC NRM project activities, and support their participation in Northern Agricultural Region Sustainable Agriculture Network (NARSAN). NARSAN is a network of groups committed to working collaboratively to identify and deliver projects, to achieve the most efficient and effective outcomes for Sustainable Agriculture in the NAR.</li> <li>• Support the development, delivery, monitoring and evaluation of NACC's Community Engagement Plan.</li> </ul>
<p><b>Other Duties</b></p>	<ul style="list-style-type: none"> <li>• Uphold NACC NRM's Purpose, Way, Impact and organisational values, and contribute positively to NACC NRM's organisational culture of excellence.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Adhere to NACC NRM's Staff Code of Conduct, and all NACC NRM policies and procedures with particular attention given to OH&amp;S.</li> <li>• Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work.</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.</li> </ul>
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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. Experience delivering projects with an NRM focus is desirable, but not essential.
- 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 to and passion for natural resource management, and the Purpose of NACC NRM.
- 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.

## 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.

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For further information or to submit your application, please contact NACC NRM Programs & Operations Manager Kane Watson on 08 9938 0100 or [kane.watson@nacc.com.au](mailto:kane.watson@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 27 JANUARY 2021, 10AM 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. One statement may address more than one criterion, though this must be clearly indicated.
- It is intended that the final statement addressing all criteria should be 2 – 4 pages in length or approximately half a page to a page per criterion, although the content is more important than the volume.

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