



**SCHEDULE A
DUTY STATEMENT
Biodiversity Project Officer**

Position Overview

Position Title	Biodiversity Project Officer
Position Location	Geraldton, Perenjori (other locations considered)
Employment Status	0.8 FTE
Contract Agreement	As per the conditions of the NACC Enterprise Agreement (2020)
Classification and Salary	Level 2-3.2(\$62,633 - \$73,895) + Superannuation(pro rata).
Contract Term	Commencing early 2021, ending 30 June 2022 (opportunity for extension based on performance and project funding)
Reports to	Programs and Operations Manager
Positions under Direct Supervision	Nil

Key Responsibilities

The Biodiversity Project Officer will support the delivery of Biodiversity Program projects and or activities throughout the NAR; and develop and support local partnerships.

Under the Programs and Operations Manager’s supervision, this role will work with the NACC NRM team to develop and deliver strategic biodiversity outcomes in the region. The role will support increasing community skills, knowledge and engagement in biodiversity conservation activities across the NAR. A key focus area for the role will be engaging landholders to understand and adopt biodiversity conservation activities in agriculture and farm systems.

Based in Geraldton or Perenjori (other significant centres in the NAR considered), the Biodiversity Project Officer will work closely with landholders, the community, local government, State Government agencies, industry and other natural resource management (NRM) professionals to facilitate project and activity outcomes in a timely manner. The Biodiversity Project Officer will be expected to travel extensively throughout the NAR to fulfil the duties of the role.

The Biodiversity Project Officer's responsibilities include:

1. Contribute to effective delivery of existing project activities. Key elements to achieve this are: Identify Objectives; Implement key measurable activities; Stakeholder engagement; and contribute to project-related Communications.
2. Contribute to the delivery of Biodiversity team project goals and outcomes by contributing to the development of funding applications and/or supporting partnerships to deliver Biodiversity Program activities.
3. Support increased involvement of regional stakeholders in NACC NRM activities. This network of stakeholders should include community groups, local government, State Government agencies, industry and other natural resource management (NRM) professionals.
4. Ensure the community and key stakeholders are engaged with, and aware of, NACC NRM Biodiversity program activities. Develop and maintain stakeholder networks that advance Biodiversity program and project outcomes.

Key Duties

<p>Project Related Responsibilities</p>	<p>The Biodiversity Project Officer will play a pivotal role in supporting the community of the NAR to be engaged in NACC NRM Biodiversity projects and activities. This will include:</p> <ul style="list-style-type: none"> • Under supervision from the Programs and Operations Manager, support the Biodiversity team to deliver project activities. Such activities are likely to include workshops, field days, surveys, and peer-to-peer learning events. • Being a first point of contact within the Biodiversity team for landholders and community groups to participate in Conservation activities and support participation in NACC NRM Biodiversity project activities. • Develop management agreements with landholders to deliver NACC NRM's Biodiversity activities. Support land managers for the successful completion of these services/works. • Provide support to the Biodiversity team to deliver NACC NRM Biodiversity project activities aligned with relevant regional and national plans. • In collaboration with the Communications Officer, develop and deliver effective communication materials as directed by the Programs and Operations Manager. • Undertake regular engagement with regional stakeholders such as local land managers, Landcare and conservation groups. Provide information about NACC NRM activities to help stakeholders better manage and protect threatened flora and fauna. • Ensure communications, stakeholder engagement, and agreements are recorded and monitored through NACC NRM management systems. • Support the development, delivery, monitoring and evaluation of NACC NRM's Community Engagement Plan.
<p>Organisation wide responsibilities</p>	<ul style="list-style-type: none"> • Uphold NACC NRM's Purpose, Way, Impact and organisational values, and contribute positively to NACC NRM's organisational culture of excellence. • Adhere to NACC NRM's Staff Code of Conduct, and all NACC NRM policies and procedures with particular attention given to OH&S. • Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work. • Assist in the delivery and development of NACC's Reconciliation Action Plan.

	<ul style="list-style-type: none"> • 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.
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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

- Demonstrated commitment to and passion for natural resource management, and the organisational values and Purpose of NACC NRM.
- Tertiary qualification in NRM or relevant thematic field (e.g., Conservation and Land Management), and/or demonstrated experience in a relevant role.
- Demonstrated experience in managing projects and implementing project management methodologies. Experience delivering projects with an NRM focus is desirable, but not essential.
- Demonstrated ability to communicate effectively and work with a range of stakeholders including but not limited to community groups, government and other Landcare/NRM Stakeholders.
- Demonstrated ability to work autonomously and as part of an effective team.
- Demonstrated ability to meet deadlines and be flexible to support the delivery of team priorities.
- 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.

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 NRM Programs & Operations Manager Kane Watson on 08 9938 0100 or 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: FRIDAY 26 MARCH 2021, 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. 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.