



**SCHEDULE A  
DUTY STATEMENT  
Coastcare Support Officer**

**Position Overview**

<b>Position Title</b>	Coastcare Support Officer
<b>Position Location</b>	Geraldton
<b>Employment Status</b>	0.4 – 0.8 FTE (negotiable based on project funding)
<b>Contract Agreement</b>	As per the conditions of the NACC Enterprise Agreement (2020)
<b>Classification and Salary</b>	Level 2.3 (\$69,420) – level 3.3 (\$78,169) pro rata, based on qualification and experience
<b>Contract Term</b>	Commencing late 2021, ending 30 June 2023 (opportunity for extension based on performance and project funding)
<b>Reports to</b>	Programs and Operations Manager
<b>Positions under Direct Supervision</b>	Nil

**Key Responsibilities**

NACC NRM applies a values based approach to our organisational culture. Our organisational values of Leadership, Accountability, Passion, Excellence, Respect, Collaboration and Professionalism are paramount in everything we do and the way we operate. Demonstrating commitment to these values on a day to day basis is critical to our organisational success and to individual success at NACC NRM. Ability to demonstrate commitment to NACC's values is a vital component of our recruitment process.

The Coastcare Support Officer role is an important role for coastal communities in the Northern Agricultural Region, providing support to small community groups to achieve locally important and regionally strategic coastal outcomes.

On a day-to-day basis this role will be directed by NACC NRM's Programs and Operations Manager role. At a strategic level, this role and the projects which NACC NRM supports and implements, will be guided by NARvis – the Regional NRM Plan for the Northern Agricultural Region [www.narvis.com.au](http://www.narvis.com.au).

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 Coastcare Support Officer's responsibilities include:

1. Contribute to effective identification, attainment, and delivery of project activities. Key elements to achieve this are: Identify Objectives; Implement key measureable activities; Stakeholder engagement; and contribute to project-related Communications.
2. 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.
3. Ensure the community and key stakeholders are engaged with, and aware of, NACC NRM Coastcare program activities. Develop and maintain stakeholder networks that advance Coastcare program and project outcomes.

### Key Duties

Key Result Areas / Position outcomes	Key Duties / Key Performance Indicators
<b>Support the delivery of on-ground activities which achieve the aspirations and goals of NARvis.</b>	<ul style="list-style-type: none"> <li>• Support active coastal community groups in the NAR to create a list of priority projects and support their engagement with LGAs to discuss these projects.</li> <li>• Coordinate/facilitate two (2) partnerships between coastal community groups and the relevant LGA.</li> <li>• Coordinate one application for a NACC coastal project.</li> <li>• Coordinate/facilitate one successful grant application.</li> <li>• Create a resource that contains the most current coastal management plans/strategies for the coast between Kalbarri and Guilderton.</li> </ul>
<b>Support improved engagement between NACC and Coastal Community groups.</b>	<ul style="list-style-type: none"> <li>• Make contact and maintain a network of contacts across all active coastal community groups (including Traditional Custodian groups) between Kalbarri and Guilderton and update contact list.</li> <li>• Coordinate/facilitate two (2) partnership funding applications for the region.</li> <li>• Make contact with all LGAs between Northampton and Gingin and share with them the services available from NACC. Maintain a list of relevant LGA contacts as part of this activity.</li> <li>• Identify any gaps of geographic coverage across coastal community groups and develop options (through consultation) to address these gaps (if required).</li> </ul>
<b>Increase the number of young people (under 35) engaging with Coastal Community groups and activities.</b>	<ul style="list-style-type: none"> <li>• Engage with at least 5 schools in coastal communities (maximum 1 in Geraldton) to undertake in-school activities to explain coastal processes and coastal biodiversity. N.B This activity may be expanded to other schools in the region (inland) where resources permit and close community connections with a coastal area can be demonstrated.</li> </ul>
<b>Engage with all community members (via public events and/or school visits) to improve their understanding of coastal processes and coastal biodiversity.</b>	<ul style="list-style-type: none"> <li>• Attend 3 community events (with NACC Coastal trailer when appropriate).</li> <li>• Produce 3 media releases and 10 social media posts which reach minimum 300 people (per post).</li> </ul>

<p><b>Personal Integrity Advocacy Equity and Ethical behaviour</b></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>• Uphold NACC NRM's Purpose, Way, Impact and organisational values, and contribute positively to NACC NRM's organisational culture of excellence.</li> <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>• 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.</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**

**Essential**

- Tertiary qualification in NRM or relevant thematic field and/or demonstrated experience in a relevant role.
- Demonstrated experience in project management and implementing project management methodologies. Experience delivering projects with a coastal and marine focus is desirable, but not essential.
- Sound interpersonal skills. Ability to communicate effectively and work with a range of individuals, Traditional Custodians, community groups, government, partnership organisations and other 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**

- 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 address the Selection Criteria cannot 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](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: Currently open until 19<sup>th</sup> of October 2021.**

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. 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 approximately 2 pages in length or approximately half a page per criterion, the content is more important than the volume.