



**SCHEDULE A
DUTY STATEMENT
Sustainable Agriculture Project Officer**

Position Overview

Position Title	Sustainable Agriculture Project Officer
Position Location	NACC NRM Offices are located in Geraldton, however other regional centers may be considered.
Employment Status	0.5 - 1.0 FTE (Negotiable)
Contract Agreement	As per the conditions of the NACC Enterprise Agreement (2020)
Classification and Salary	Level 2.3 \$71,871 - level 3.6: \$90,026 + Superannuation (pro rata of FTE), based on skills and experience.
Reports to	Sustainable Agriculture Program Coordinator
Positions under Direct Supervision	Nil

Key Responsibilities

The Sustainable Agriculture Project Officer will support the development and delivery of agricultural activities and/or projects throughout the Northern Agricultural Zone (NAR); with a key focus on developing networks and supporting local partnerships.

Under the supervision of the Sustainable Agriculture Program Coordinator, this role will work with the NACC NRM Sustainable Agriculture team to increase Landcare activity in the region by developing community skills, knowledge, and engagement. This includes supporting land managers ability to investigate, understand, accept, and adopt changes in sustainable agriculture.

Based in Geraldton or other regional centers of the NAR, the Sustainable Agriculture Project Officer will work closely with landholders and the community. The role is also required to engage with local government, State agencies, industry, and other natural resource management (NRM) professionals, to ensure project outcomes are achieved in a timely manner and within budget. The Sustainable Agriculture Project Officer will be expected to travel widely across the region to fulfil the duties of the role.

Specifically, this role is responsible for:

1. Planning and delivery of projects within the Sustainable Agriculture Program, key elements including: Plan Objectives; Identify key measurable activities to be implemented; Stakeholder engagement; Communications; and reporting.

2. Assisting the NACC NRM Sustainable Agriculture Program Coordinator to achieve Sustainable Agriculture project goals and outcomes, and to develop applications to acquire funds and/or partnerships to deliver Investment Plan activities.
3. Facilitating 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, state, and federal government agencies; NRM networks; and other NRM organisations.
4. Ensuring that projects and activities are delivered in an accountable manner that align with program goals and NARvis.

Key Duties

<p>Project Related Responsibilities</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"> • Under the supervision of the Sustainable Agriculture Program Coordinator manage the development and delivery of discrete aspects of projects including budgeting and the delivery of planning and community activities such as workshops, farm demonstration trials, and peer learning activities. • Through fostering strong agricultural community relationships provide feedback on various issues impacting the agricultural community, including but not limited to reporting on the impact of natural disasters on farmers. Attend meetings, provide support, and broker information and services to local community groups. • Provide a central contact point and support for farmers and community groups to participate in Landcare activities by ensuring these groups are aware of national, state, and local Landcare schemes/initiatives and Sustainable Agriculture project activities; and support their participation in NACC NRM Sustainable Agriculture project activities. • Undertake regular engagement with local farmers, Landcare, grower groups, etc. to identify needs and gaps, and to support them to better manage and protect natural resources. • Support local community groups with project development, and with accessing public and private funds to assist these smaller groups in accessing additional funding, resources, and membership – in particular but not limited to Future Drought Fund grant opportunities, as and when they arise. • Ensure local community groups are connected as a sub-regional network, are aware of NACC NRM project activities, and support their participation to achieve the most efficient and effective outcomes for Sustainable Agriculture. • Support the development, delivery, monitoring, and evaluation of NACC NRM's Community Engagement Plan.
<p>Other Duties</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 Workplace Health and Safety. • Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work. • Assist in the delivery and development of NACC NRM's Reconciliation Action Plan • Participate in work plan development and performance reviews as required. • Undertake other duties as may reasonably be expected, or as directed by the CEO.

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 a relevant field and/or demonstrated experience in a relevant role.
- Demonstrated experience in project management, experience delivering projects with a Sustainable Agriculture focus will be viewed favorably.
- Commitment to and passion for: supporting sustainable agriculture, natural resource management, and the Purpose of NACC NRM.
- Ability to meet deadlines and be flexible in assisting with team priorities.
- Demonstrated sound interpersonal skills, including the ability to communicate effectively and work with individuals from a range of organisations. These organisations include but are not limited to, land managers, community groups, government, partner organisations and other Stakeholders.
- Sound skills and experience in the use of a Personal Computer and in particular Microsoft office computer software and operating in a cloud-based environment.
- Excellent written communication skills including experience in the preparation of reports or similar.
- Effective negotiation, liaison, and presentation skills.
- A current 'C' Class driver's license.

Desirable

- Experience in the use of GIS.
- Experience in the use of a 4WD vehicle.

Workplace Safety

NACC NRM is committed to providing all staff with a safe working environment in accordance with Workplace Health and Safety Legislation. One way in which we strive to keep our team and stakeholders safe, is by being vaccinated against COVID-19. As such, it is a requirement of this role that you are immunised against COVID-19. The successful candidate will be required to present an official digital immunisation certificate prior to commencement. NACC NRM will not keep a copy of this certificate. Please DO NOT supply a copy of your digital certificate with your written application.

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 summarises 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's Sustainable Agriculture Program Coordinator Callum Love on 08 9938 0100 or callum.love@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 Tuesday 14th of November 2023. Applications will be assessed for interview upon receipt.

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 3 pages in length, the content is more important than the volume.