



PROJECT OFFICER BIODIVERSITY POSITION DESCRIPTION

CMA PD 178

“Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes”.

Position Title	Project Officer Biodiversity		
Team	Commonwealth Investment		
Location	Location within the catchment negotiable		
Position Tenure	Fixed Term to 30 June 2023		
Time Fraction	1.0 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification		Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	Nil		

Position Purpose
<p>This position is responsible for the implementation and reporting of threatened species projects funded under the Mallee Catchment Management Authority (CMA) Regional Land Partnerships (RLP) program. The role requires an understanding of Mallee NRM issues, experience in managing, evaluating and reporting environmental work projects, with an emphasis on terrestrial biodiversity. This will include the collection, analysis and dissemination of a broad suite of data (e.g. spatial, financial, output, outcome) as part of the broader RLP evidence base</p> <p>Key to this will be contract management, project performance monitoring, delivery partner and stakeholder relationships, and accurate reporting processes.</p> <p>As a key contact for project delivery partners (agency and community based), the Project Officer will be integral to ensuring that all RLP deliverables are achieved in compliance with investor requirements internal standards.</p> <p>The role contributes to achieving Mallee CMA Business Objective 2 to protect and enhance the region's natural, cultural and productive values and 3 to strengthen our capacity to operate as a corporately and socially responsible organisation.</p>
Responsibilities
<ul style="list-style-type: none"> • Develop and process procurement documentation, including detailed project briefs and delivery contracts for allocated for Threatened Species services; ensuring compliance internal policies and procedures. • Manage the delivery of allocated Threatened Species services; ensuring that all deliverables are achieved in compliance with investor requirements (timelines, outputs, budgets) and internal standards. • Manage contracted providers with the objective of ensuring best management practice in, work health and safety, performance management. • Develop and maintain partnerships with public land managers, regional stakeholders, government agencies, and NRM based community groups to support effective and efficient delivery models.

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- Contribute to the reporting of Threatened Species projects; including the collection, analysis and dissemination of a broad suite of data (e.g. spatial, financial, output, outcome) as part of the broader RLP evidence base.
- Prepare communication materials which promote the delivery and achievements of the RLP program to a broad range of audiences (e.g. stakeholders, investors, broader community).

Key Relationships

Internal:

Manager Commonwealth Investment (Supervisor)
 Program Coordinator Regional Land Partnerships (Service Delivery)
 Project Staff (Service Delivery)
 Regional Landcare Coordinator – State (Partnership)
 General Manager, Operations and Strategy (Service Delivery)

External:

RLP Key Subcontractors and Delivery Partners (Service Delivery, Partnership, Collaboration)
 Regional Landcare and other NRM based community groups (Service Delivery, Partnership, Collaboration)
 Biodiversity Catchment Partnership Committee (Partnership, Collaboration)
 Mallee CMA Land Water Advisory Committee (Consultation)
 Mallee CMA Aboriginal Reference Group Committee (Consultation)

Core Capability/Sub Capability	Capability Level Descriptor
Corporate Governance <ul style="list-style-type: none"> • Quality and Risk Management L1 • OHS&W L1 	<p>Ensures work practices and document management comply with quality standards.</p> <p>Risks are identified and reported and contributes to the development of risk management actions.</p> <p>Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with policy and procedure.</p> <p>Reports incidents/hazards/injury sand proactively works to improve OHS&W.</p>
Professionalism <ul style="list-style-type: none"> • Time Management L2 • Initiative & Enterprise L2 • Problem Solving L2 	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Takes initiative and supports others to look for innovative ways to improve practice and service delivery.</p> <p>Listens respectfully, facilitates the resolution of interested parties and colleagues' problems in respectful ways.</p>
Community and Stakeholder Engagement <ul style="list-style-type: none"> • Partnerships and Collaboration L2 • Investors and Networking L2 	<p>Obtains interested parties' feedback on analysis, alternatives and /or decisions. Works directly with the interested parties throughout the process to ensure concerns and aspirations are consistently understood and considered.</p>

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	<p>Has detailed understanding of local communities and groups that we work with and delivers information to build community capacity for NRM.</p> <p>Keeps up to date with interested parties needs and concerns and provides interested parties with information and advice.</p>
<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L2 • Procurement & Contract Management L2 • Resources and Promotion L2 	<p>Monitors project performance and provides accurate and timely project reporting. Reports project variations.</p> <p>Develops contract specifications, gathers quotes and prepares draft contracts in accordance with policy. Develops KPIs for contractors and monitors performance in the field ensuring work meets contractual project requirements</p> <p>Investigates and recommends resources and prepares promotional/communication material both digital and print for efficient and effective project delivery.</p>
<p>Interpersonal Communications</p> <ul style="list-style-type: none"> • Written Communication L2 • Verbal Communication L2 	<p>Prepares accurate documents and written communications including project publications, digital and print material that incorporates content appropriate for the purpose and audience.</p> <p>Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.</p>
<p>Natural Resource Management</p> <ul style="list-style-type: none"> • Knowledge of NRM Assets L2 • Local NRM Issues L2 • Priority Planning L2 	<p>Builds knowledge of NRM assets and integrates management techniques and plans.</p> <p>Investigates and understands issues locally to manage natural resources effectively.</p> <p>Investigates the impact of investment on site and supports interested parties in reporting NRM activity.</p>

Personal Attribute	Descriptor
Analytical	<p>Reviews arguments and opinions before making judgement</p> <p>Presents clear and logical points</p> <p>Takes a systematic approach when building toward improvements.</p>
Flexible	<p>Adapts to changing circumstances in the workplace</p> <p>Priorities work and addresses what is most important</p> <p>Takes advantage of new and emerging opportunities.</p>
Self-disciplined	<p>Manages own time to achieve key outcomes</p> <p>Deals with obstacles and impediments</p> <p>Is organised and methodical.</p>

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Licences, Qualifications, Certificates

Essential Requirements

- Degree in Environmental Management, NRM or equivalent
- Drivers Licence

Desirable Requirements

- NA

Position Specific Requirements

- 3+ years' experience in a similar role
- A strong focus on terrestrial biodiversity and the direct interface between the environment and dryland agriculture.
- Out of hours attendance at meetings maybe required
- Experienced in the use of Microsoft office programs and geographic information systems (e.g. ARCGIS, QGIS)

Position Description Approved

The details contained in this Position Description are an accurate statement.

As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.

Chief Executive Officer

_____/_____/_____
Date

Incumbent

_____/_____/_____
Date