



PROJECT COORDINATOR SUSTAINABLE AGRICULTURE POSITION DESCRIPTION

CMA PD 189

“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 Coordinator Sustainable Agriculture		
Team	Operations and Strategy		
Location	Negotiable		
Position Tenure	Fixed Term to 30 June 2024 (extension will be subject to funding)		
Time Fraction	1.0 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 8	Salary Range	\$80,710.25 - \$89,130.87
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	Nil		

Position Purpose

This position is responsible for the implementation and reporting of dryland agriculture related projects funded by the Australian Government under initiatives such as the Future Drought Fund. The role requires an understanding of Mallee NRM issues and experience in managing, evaluating and reporting dryland agriculture projects. Key to this will be contract management, project performance monitoring, delivery partner and stakeholder relationships, and accurate reporting processes.

Responsibilities:

- Establishing and facilitating partnerships that connect dryland farmers with the knowledge and skills required to stabilise, recover and protect landscapes impacted by both recent and future droughts. This will include procuring external providers with appropriate skills and expertise as required.
- Developing and processing procurement documentation, including detailed project briefs and delivery contracts, ensuring compliance with internal policies and procedures.
- Managing the delivery of allocated projects, ensuring all deliverables are achieved in compliance with investor requirements (timelines, outputs, budgets) and internal standards.
- Preparing communication materials which promote the delivery and achievements of dryland related programs to a broad range of audiences (e.g. stakeholders, investors, broader community).
- Delivering against all Australian Government and Mallee CMA monitoring, communication and reporting requirements relating to dryland sustainable agriculture.
- Supporting the development of funding submissions for federal initiatives relating to dryland agriculture.

Key Relationships

Manager Commonwealth Investment (Supervisor)

Dryland farmers and industry groups (Service Delivery, Partnership, Consultation)

Dryland agronomy and extension providers (Service Delivery, Partnership, Consultation)
Mallee Sustainable Agriculture Catchment Partnership Committee (Consultation, Collaboration)
Regional Agriculture Landcare Facilitators (Collaboration)
Regional Landcare Coordinator and local Landcare Facilitators (Collaboration)
Mallee CMA Land and Water Advisory Committee (Consultation)

Core Capability/Sub Capability	Capability Level Descriptor
<p>Natural Resource Management</p> <ul style="list-style-type: none"> • Knowledge of NRM assets L2 • Local NRM Issues L3 	<p>Builds knowledge of NRM assets and integrates management techniques and plans.</p> <p>Promotes key NRM priorities and initiatives and develops programs in consideration of interested parties' issues.</p>
<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Partnerships and Collaboration L3 • Community Values L3 • Investors and networks L2 	<p>Actively identifies and analyses new interest groups and partners with the interested parties in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.</p> <p>Maintains and fosters engagement to empower the community to manage and implement change and capture local knowledge.</p> <p>Keeps up to date with interested parties' needs and concerns and provides interested parties with information and advice.</p>
<p>Professionalism</p> <ul style="list-style-type: none"> • Time Management L2 • Accountability L2 • Problem Solving L2 • Initiative and enterprise 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 responsibility for work outcomes and helps others to understand their roles and responsibilities.</p> <p>Listens respectfully, facilitates the resolution of interested parties' and colleagues' problems in respectful ways.</p> <p>Takes initiative and supports others to look for innovative ways to improve practice and service delivery.</p>
<p>Project Delivery</p> <ul style="list-style-type: none"> • Project Management L2 • Budget Management L2 • Procurement & Contract Management L3 	<p>Monitors project performance and provides accurate and timely project reporting. Reports project variations.</p> <p>Prepares project budgets and reviews and manages budget in accordance with contract outputs.</p> <p>Undertakes honest, transparent and appropriate decision-making practices to determine path to market. Monitors contracts and manages performance of contractors and staff.</p>
<p>Interpersonal Communications</p> <ul style="list-style-type: none"> • Written Communications L2 • Verbal Communications L3 • Empathy L3 	<p>Prepares accurate documents and written communications including project publications, and digital and print material that incorporates content appropriate for the purpose and audience.</p> <p>Provides informed, meaningful and relevant messages when communicating with staff and interested parties.</p> <p>Understands and meets the needs of interested parties through the delivery of clear and accurate information about key issues.</p>

Corporate Governance <ul style="list-style-type: none"> OHS&W L1 	<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 and proactively works to improve OHS&W.</p>
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Personal Attribute	Descriptor
Flexible	<p>Adapts to changing circumstances in the workplace</p> <p>Prioritises work and addresses what is most important</p> <p>Takes advantage of new and emerging opportunities</p>
Collaborative	<p>Works with others to achieve common goals</p> <p>Engenders a spirit of teamwork</p> <p>Inspires trust</p>
Self-disciplined	<p>Manages own time to achieve key outcomes</p> <p>Avoids distraction and diversions</p> <p>Is organised and methodical</p>

Licences, Qualifications, Certificates
Essential <ul style="list-style-type: none"> Tertiary qualification in associated discipline (or equivalent level of industry knowledge) Drivers Licence

Position Specific Requirements
<ul style="list-style-type: none"> Minimum of 4 years' experience in delivering dryland agriculture related programs. Out of hours attendance at meetings may be required on occasion. Experienced in the use of Microsoft office programs and geographic information systems. As part of the recruitment process you may be required to undergo pre-employment screening

Position Description Approved			
<p>The details contained in this Position Description are an accurate statement.</p>	<p>As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.</p>		
<p>_____ / /</p>	<p>_____ / /</p>		
Chief Executive Officer	Date	Incumbent	Date