

POSITION DESCRIPTION

Senior Project Officer (Marine)

Location	Hobart
Employment Status	Fixed-term contract (1.0 FTE) 2.5 year contract to 30 June 2023 (subject to funding) 6 month probation period
Salary	\$75,000 (plus 9.5% super) per annum, dependent on skills and experience
Number of Reports	None, but management of sub-consultants required
Work Level Standard	Senior Project Officer
Reports To	Project Coordinator – Smart Seafood
Last Revised	October 2020

Position Objective

The Senior Project Officer (Marine) will manage projects that involve the delivery of fish habitat restoration activities, marine resource management activities and community education. They will also have responsibility in relationship management, and other tasks as requested by NRM South management.

Organisational Context and Working Environment

Context

NRM South is one of three natural resource management bodies in Tasmania and forms part of a national network of 54 similar bodies. NRM South is a not-for-profit organisation, with an office located in Hobart. We have a partnership delivery model, delivering projects on behalf of Australian and Tasmanian Governments, and through investment from our local, business and industry partners. We are responsible for identifying the region's priorities for natural resource management, working with the community to prepare a regional NRM strategy and facilitating its implementation. NRM South values innovation, excellence, collaboration, passion and being outcome-focused.

The NRM South Board is responsible for oversight of the organisation, setting and monitoring the strategic direction, and ensuring that the organisation meets all governance requirements.

Health and Safety

All employees of NRM South must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with NRM South's Work Health and Safety Policies and Procedures.

Annual Performance Review

An annual performance review will be conducted using NRM South's performance management guidelines and templates and is based on the Position Description. Work Reviews will be conducted at interim periods. The successful completion of both these processes is the responsibility of the employee.

Employment Conditions

Employees not covered by an award are subject to the National Employment Standards and the terms of their individual employment contract. The employee is entitled to annual leave, personal leave, carer's leave, compassionate leave, parental leave and long service leave in accordance with the National Employment Standards (and as described in the Employee Policy and Procedures).

NRM South's general hours of business are between 8.30am and 5.00pm Monday to Friday. Standard working times are 7.6 hours a day or 38 hours a week. NRM South provides a flexible working environment, core working hours are 10:00am and 4:00pm, and employees must work during these hours unless prior approval from their Line Manager has been obtained.

NRM South has in place a Code of Conduct and a suite of Policies and Procedures. Employees are required to familiarise themselves with these and comply with them.

Level of Responsibility and Supervision

The Senior Project Officer:

- Reports directly to the Project Coordinator – Smart Seafood
- Is expected to work largely autonomously on a day-to day basis, under the general guidance of the Project Coordinator – Smart Seafood.
- Is expected to utilise professional skills, knowledge and experience to prioritise activities and proactively manage own workload to meet agreed timelines. Initiative is required to research, evaluate, recommend and implement agreed best practices that may be appropriate to project outcomes and effectively manage deadlines and activities to ensure high quality, timely and consistent delivery of outcomes.

Expectations

The Senior Project Officer is expected to:

- Deliver tasks on time and in accordance with agreed approaches
 - Write project plans, reports and correspondence for internal and external audiences and monitor and manage projects within set budgets.
 - Undertaken work that is moderately complex to complex in nature and operate under limited direction.
- Be responsive to new and improved approaches (operational and delivery)
 - Respond to business improvement initiatives of NRM South by adjusting performance and practice in accordance with business improvement initiatives.
 - Identifying and undertaking training to build understanding and capacity to undertake Project Management work.
- Think and act strategically and support innovation
 - Ensuring planning and delivery is linked to strategic priorities and goals and that best available knowledge is used to inform decisions.
 - Sharing with NRM South's Management Team ideas for business improvement in the organisation, specifically relating to improved project delivery and success.

- Build relationships – externally and within the NRM South team
 - Convey a respectful attitude toward others.
 - Build relationships among peers that foster collaboration and discussion of new ideas and keep team members informed of activities and actions.
 - Maintain and build relationships with key stakeholders and provide specific program, service or policy information to stakeholders.

Key Duties and Responsibilities

Specific duties

- Develop/modify when necessary and submit project design, project logics, MERI plans, work orders and associated documents for the relevant RLP (Regional Land Partnership) projects.
- Manage NRM projects, including planning, tracking (finance, logistics, data, progress), administration (contract management, complete work plan activities), communications (including case studies, media releases, presentations, social media posts etc), stakeholder and community engagement and, project monitoring, evaluation, reporting and improvement.
- Oversee and administer the development and management of contracts with sub-contractors and service providers – including developing scopes, managing tendering processes, monitoring contract performance and maintaining productive relationships.
- Develop communications, WHS and other plans for projects, as required, and monitor and manage risk.
- Report to funding bodies in accordance with requirements, including MERI and annual reporting.
- Liaise with project partners, represent NRM South and manage project relationships. Work with the community and stakeholder engagement, as required.

General duties

- Contribute, as appropriate, to the achievement of NRM South's goals through:
 - a team-based approach to project delivery
 - effective use of systems and processes
 - contribution to and participation in team activities, such as the AGM
 - familiarisation with and adherence to the NRM South Code of Conduct and all Policies and Procedures.
- Liaise with relevant NRM South stakeholders and partner organisations, including government, non-government, corporate and community representatives, as required.
- Participate in relevant meetings and represent NRM South at meetings of partner organisations, community groups and other stakeholders, as required.
- Perform other duties, as directed by the CEO or Line Manager, within the scope and competence of experience and qualifications.
- Contribute to NRM South's profile through regular production of social posts, eNews articles and news media content consistent with NRM South's strategic priorities, as required.

Selection Criteria

1. Experience, skills, knowledge and attributes
 - a. Tertiary qualifications in marine science or natural resource management, zoology, ecology, or other relevant scientific discipline.
 - b. Demonstrated experience and a sound understanding of natural resource management methodologies, practices and issues – especially coordination and delivery of marine and coastal habitat restoration programs.
 - c. Demonstrated experience in industry and community engagement, training and/or education.
 - d. Excellent organisational skills, with the ability to work independently, use initiative and prioritise workloads.
 - e. Demonstrated experience in project management, including developing contracts, tracking milestones, budgets, WHS, monitoring, evaluation, reporting, and implementing adaptive management processes.
 - f. Excellent written and verbal communication skills.
 - g. Experience in stakeholder engagement, including developing and maintaining positive and productive relationships with diverse groups.
2. Desirable
 - a. Experience in managing, delivering and reporting on Australian Government grant programs, particularly the Regional Land Partnership programs.
 - b. Demonstrated understanding of not-for-profit organisations.
3. Other requirements
 - a. Current class C driver's license.
 - b. Australian citizen or resident.
 - c. Provision of a satisfactory Criminal History Check – Police Certificate (Australia wide) – NRM South to organise.

How to apply

For further information please contact the Project Coordinator – Smart Seafood on 0437 600 143 or via email admin@nrmsouth.org.au.

Applications must include:

- A statement addressing all selection criteria (including desirable criteria) – no more than a total of 4 pages. Please ensure that your responses include specific examples to demonstrate how you meet each criterion.
- A current and concise resume/Curriculum Vitae
- Details of two professional referees.

Download the Position Description and Selection Criteria from www.nrmsouth.org.au/jobs/

Send your application to applications@nrmsouth.org.au

Applications must be received by midnight 17th November 2020. Late applications may not be considered.