



**PROJECT OFFICER (RESTORING CONNECTIONS)
JOB DESCRIPTION FORM (MARCH 2017)**

Position Identification

Position Title	Project Officer (Restoring Connections)
Position location	Albany office
Employment Status	0.6 FTE for 3 months
Contract Agreement	The contract of employment between employer and employee resides within the Western Australian workplace relations regulatory framework and is bound by the Minimum Conditions of Employment Act 1993 (WA), the Superannuation Guarantee (Administration) Act 1992 and National Employment Standards (NES) of the Fair Work Act (2009).
Classification	PSGA Level 3.1 - \$40,738 to 3.4 - \$44,230 gross per annum.
Contract term	tba – 30 June 2017
Essential	Maintain a current Class C Drivers Licence Maintain a Current First Aid Certificate
Position approved and date	Operations Manager 2 March, 2017

Position Relationships

Responsible to	Program Leader – Cultural
Positions Under Direct Supervision	Nil
Department	Operations
Theme/Team	Cultural Theme

Contract(s) or Agreement(s) to be delivered by this position

Contract no.:	Project title:
CCGL15500	Restoring Connections: engaging, involving and creating opportunities for Aboriginal people.

Key Project Officer Responsibilities

<ul style="list-style-type: none"> • Assist with project management including project planning, delivery, budget management, procurement, monitoring and reporting for internal projects. • Engage with the Aboriginal community to increase their capacity for NRM and to protect sites of cultural significance. • Represent South Coast NRM at meetings of delivery organisations/groups. • Perform other duties as directed by the CEO or Operations Manager within the scope and competence of experience and qualifications.
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Key project deliverables/duties (as defined in contract)

PROJECT TITLE	DELIVERABLES AND MILESTONES
Restoring Connections	<ul style="list-style-type: none"> • Prepare a communication plan to assist with project delivery. • Identify governance training needs for Aboriginal Corporations. • Plan and coordinate 4 workshops with the Aboriginal community to identify, name and prioritise cultural heritage sites using the web based land and sea management planning tool. • Upload data onto the web based land and sea management planning tool. • Plan and coordinate 2 workshops to consult with the Aboriginal community on the South Coast NRM's draft Aboriginal engagement guide • Assist in project reporting.

Additional theme activities

PROJECT TITLE	DELIVERABLES/OUTPUTS
Project identification and design	N/A
Supervisory meetings	N/A
Team meetings	<ul style="list-style-type: none"> • Attendance at cultural team meetings and South Coast NRM staff briefings as required.
Reference Group meetings	<ul style="list-style-type: none"> • Attendance at Aboriginal Reference Group meetings as required.
Community Engagement	<ul style="list-style-type: none"> • Represent South Coast NRM at meetings of delivery organisations, community groups and with other stakeholders as required.

Special conditions related to this role

- Periods of work outside normal hours.
- Potential for driving long distances.

Note: The occupant of this role will be expected to comply with and demonstrate a positive commitment to all South Coast NRM Inc. policies and procedures.

Selection Criteria**Essential**

1. Demonstrated success in delivering projects from work plans to execution and closure including event management.
2. Demonstrated ability to work autonomously with minimal instruction to successfully deliver project outcomes to the schedule and on time and on budget.
3. Demonstrated experience in effective Aboriginal engagement.
4. Excellent communication skills.
5. Competent computer skills, use of Microsoft office, social media and web based programs.
6. Current 'C' Class Driver's License.

Desirable

1. Hold a recognised appropriate tertiary qualification in natural resource management or community development field or possess the recognised skills and experience relevant to the fields referred to above.
2. Demonstrated commitment to NRM issues and the environment.

ELIGIBILITY

Prior to employment, the successful applicant will be required to:

Obtain or hold a 'C' class driver's licence.

If the applicant does not hold a current First Aid Certificate, they will be required to obtain this as part of their employment conditions.