

**Project Officer - Dieback**

**Job Description Form (July 2019)**

**Position Identification**

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| **Position Title** | **Project Officer - Dieback** |
| Position location | Albany |
| Employment Status | 0.5 FTE (2.5 days per week) |
| 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 | South Coast NRM level 3.4 - equating to $75,717 (1.0 FTE) gross per annum -prorata for FTE. |
| Contract term | 1 September 2019 to 31 December 2021 |
| Essential | Maintain a current Class C Drivers Licence  Maintain a Current First Aid Certificate |
| Position approved by and date | Chief Executive Officer 28 May 2019 |

**Position Relationships**

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| --- | --- |
| Responsible to | Healthy Environments Program Manager |
| Positions Under Direct  Supervision | Nil |
| Department | Operations |
| Theme/Team | Healthy Environments |

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

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| **Contract no.:** | **Project title:** |
| CSGL18114 | Community Stewardship Grants 2018 - Implementing the State Dieback Management and Investment Framework |

**Key Project Officer Responsibilities**

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| * Deliver all project milestones, activities and reporting for Community Stewardship Grants 2018 - Large — CSGL18114 — Implementing the State Dieback Management and Investment Framework. * Implement the State Dieback Investment Framework in the south coast region. * Undertake Dieback Planning for three (3) Priority Protection Areas, utilising developed tools to engage land managers, stakeholders and community. * Provide Dieback information through spatial technical support within the region and at a State level through technical and administrative support of DIDMS. * Implementation of Dieback Management Actions for three (3) Priority Protection Areas across tenure with involvement of land managers, stakeholders and community. * Delivery of a biennial Dieback Forum, Green Card training and provision of resources for improving hygiene practises within the region * Improve capacity and capability within the region for land managers, community and stakeholders to undertake Dieback management planning and actions. |

**Key project deliverables/duties (as defined in contract)**

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| Project title | Deliverables and milestones |
| CSGL18114  Community Stewardship Grants 2018 - Implementing the State Dieback Management and Investment Framework | * Identify three (3) priority sites (PPA's) and engage land managers and key stakeholders. * Engage stakeholders through the Dieback planning process with targeted workshops around each PPA. Deliver one (1) workshop for each PPA, three (3) in total. * For each identified PPA, three (3) in total, complete a Dieback Management Plan with land managers, local community groups, stakeholders and native title groups to;   - identify objectives, threats, values and management actions  - assess the feasibility of management strategies and actions  - develop risk reduction plans for identifies PPA's   * Implement Dieback management plans for each selected PPA, three (3) in total, through prioritised on ground Dieback management actions with land managers, stakeholders, community group and native title groups. * Engage registered Dieback interpreters (consultants) to undertake targeted on ground assessments to improve baseline knowledge of identified PPA’s. * Provide hygiene management resources (Dieback kits) and best practise guidelines to community groups, native title groups and key stakeholders working in high value biodiversity hotspots. Eighteen (18) kits in total. * Measure behaviour change over the project direction of project stakeholders engaged through project activities using key indicators to measure baseline. Data collated through variety of survey efforts. * Maintain, administration and user support for Dieback Information Delivery and Management System (DIDMS) for stakeholders across the state. * Conduct annual survey of registered DIDMS users to ensure DIDMS is meeting user needs. * Produce four (4) DIDMS training videos for online users. * Undertake the collation and standardisation of reporting for project related activity including GIS information into to GRID, Smarty Grants and other platforms as required. * Deliver two (2) South Coast Dieback forums in the region. * Deliver four (4) Green Card training workshops across the region, targeting priority stakeholders. * Attend and present at Dieback Working Group annual conference (DIG). * Liaise with project funder, State NRM Program, as required. * Promote the project through three (3) communication activities. * Ensure all required reporting is satisfactorily completed by scheduled deadlines. * Ensure all scheduled activities and deliverables related to the role are achieved by their agreed deadline. |

**Additional activities**

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| Project Title | Deliverables/Outputs |
| Team meetings | * Participate in supervisory meetings with the Program Manager Healthy Environments on a fortnightly basis for project work planning, information sharing and general guidance. * Provide a weekly written update to Program Manager Healthy Environments * Attend and contribute to Healthy Environment team meetings and other South Coast NRM operations and organisational staff meetings as required. |
| Reference Group meetings | * Develop briefing papers, provide technical advice and contribute to the Healthy Environments Reference Group meetings as required. |
| Stakeholder Engagement | * Liaise with stakeholders and partner organisations relevant to the project, including all relevant government, non-government, corporate and community representatives. * Represent South Coast NRM at meetings of delivery organisations, community groups and other stakeholders as required. |
| Other duties | * Encourage and assist in the integration of dieback management practices into other relevant South Coast NRM projects. * Provide project support to the Program Manager Healthy Environments for specific projects as required. * Assist the Program Manager Healthy Environments seek opportunities to obtain further funding for continuing the momentum of Project Dieback. * Perform other duties as directed by the CEO or Program Manager within the scope and competence of experience and qualifications. * Ensure all required reporting is satisfactorily completed by scheduled deadlines. * Ensure all scheduled activities and deliverables related to the role are achieved by their agreed deadline. * Contribute to South Coast NRM’s profile through regular communication activities. |

**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 policies and procedures.

\* \* \*

I have read and understand the requirements of the role as detailed in this job description form. I will undertake the role as described to the best of my ability and hereby accept the responsibilities and duties for the position as described on this job description form.

Signed by: ............................................(Appointee's signature). Date: ......../......../........



**Project Dieback Officer**

**Job Specification Form (July 2019)**

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**Selection Criteria**

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| **ESSENTIAL**   1. Demonstrated experience in successful project management and delivery. 2. Experience in developing hygiene management plans in natural areas, and delivery of on-ground management activities on public lands. 3. Demonstrated ability to develop effective working relationships with representatives of other agencies, organisations, and community groups across a range of levels. 4. Demonstrated experience in gathering and managing project related data and preparing detailed reports, including spatial information mapping. 5. Possession of qualifications in an appropriate natural resource management discipline or extensive equivalent experience.   **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. |