



**COCKATOO PROJECT OFFICER
JOB DESCRIPTION FORM – JULY 2020**

Position Identification

Position Title	Cockatoo Project Officer
Position Location	South Coast NRM – Albany or Esperance office
Employment status	0.4 FTE (2 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	Level 3.1 - equating to \$28,414 gross per annum
Contract Term	1 st September 2020 to 30 th June 2023
Essential	Current Class C Drivers Licence Current First Aid
Position approved by and date	Chief Executive Officer

Position Relationships

Responsible to	Healthy Environments - Program Manager
Positions Under Direct Supervision	None
Department	Operations – Healthy Environments Team

Key Responsibilities

<ul style="list-style-type: none"> • Project manage to deliver all contractual milestones and activities, in-line with the project ABS and head contract. • Ensure effective delivery of project activities under sub-contract directly with land holders, sub-contractors and partner organisations. • Improve capacity and capability within the region for land managers, community and stakeholders to undertake recovery action for Carnaby cockatoos. • Demonstrate project outcomes through establishment and implementation of monitoring programs, in partnership with project partners and through citizen science. • Ensure project data and spatial information is captured and stored.
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Statement of Duties

<p>ERF-MU37-P1 - Protecting WA Black Cockatoos - South Coast</p>	<ul style="list-style-type: none"> • Identify, prioritise and select a minimum of twelve (12) project sites on private land for the delivery of project activities. • Engage and negotiate agreements directly with land holders, project partners and relevant organisations for effective project delivery. • Provide technical input to ensure all activities meet project criteria, best practice and maximised effectiveness. • Establish and maintain community-based monitoring programs at all project sites to demonstrate effectiveness of project activities against outcomes. • Ensure all project data and spatial information is captured and reported within GRID, MERIT and other applicable datasets. • Deliver and promote the project through the development of four (4) communication materials. • Deliver two (2) community engagement workshops, events, field days or forums either directly or through sub-contract. • Undertake contract management for landholders, contractors and consultants for the delivery of project activities as required.
<p>Team meetings</p>	<ul style="list-style-type: none"> • 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.
<p>Reference Group meetings</p>	<ul style="list-style-type: none"> • Develop briefing papers, provide technical advice and contribute to the Healthy Environments Reference Group meetings as required.
<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> • 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.
<p>Other duties</p>	<ul style="list-style-type: none"> • Provide project support to the Program Manager Healthy Environments as required. • 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

- During peak work periods, this role may require 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

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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:/...../.....

[insert date]



**COCKATOO PROJECT OFFICER
JOB SPECIFICATION FORM – JULY 2020**

Position Identification

Position Title	Cockatoo Project Officer
Position Location	South Coast NRM –Albany or Esperance office
Employment status	0.4 FTE (2 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	Level 3.1 - equating to \$28,414 gross per annum.
Contract Term	1 st September 2020 to 30 th June 2023
Position approved by and date	Chief Executive Officer – July 2020

Position Relationships

Responsible to	Healthy Environments - Program Manager
Positions Under Direct Supervision	None
Department	Operations – Healthy Environments Team

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

Contract no.:	Project title:
ERF-MU37-P1	Protecting WA Black Cockatoos - South Coast

Selection Criteria

<p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. Demonstrated experience in successful project management, including in the delivery of on-ground recovery actions for threatened species. 2. Demonstrated ability to develop effective working relationships to achieve project outcomes with external organisations, farmers and/or community groups across a range of levels. 3. Demonstrated experience in gathering and managing project related data, spatial mapping, and preparing detailed reports. 4. Knowledge and/or demonstrated experience in flora and fauna monitoring,

[insert date]

DESIRABLE

5. Possession of tertiary qualifications in ecology or appropriate natural resource management and or extensive equivalent experience.
6. Knowledge of relevant Threatened Ecological Communities and EPBC Threatened Species recovery actions.

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.