



REGIONAL AGRICULTURE LANDCARE FACILITATOR (EAST)
Job Description Form (December 2020)

Position Identification

Position Title	Regional Agriculture Landcare Facilitator (EAST)
Position location	Esperance office
Employment Status	0.4 FTE
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	Equivalent to PSGA Level 3.1 - 4.3 (\$28,414 to \$33,658 gross per annum).
Contract term	1 Jan 2021 – 30 June 2023
Essential	Maintain a current Class C Drivers Licence Maintain a Current First Aid Certificate
Position approved and date	Chief Executive Officer, 25 June 2018.

Position Relationships

Responsible to	Program Manager – Land and Water
Positions Under Direct Supervision	Nil

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

Contract no.:	Project title:
Core Services	Core Services component of Regional Land Partnerships

Key Responsibilities

The Regional Agriculture Landcare Facilitator (RALF) will support the development and delivery of agricultural activities and/or projects and assist in developing and supporting local partnerships. This role will work with the other biophysical themes of South Coast NRM to increase social capital in the region by increasing community skills, knowledge and engagement, and their ability to investigate, understand, accept and adopt changes in sustainable agriculture. Based in Esperance, the RALF (east) will be expected to travel widely across the South Coast region to fulfil the duties of the role. The position is part of a job share arrangement, with the RALF (west) based in Albany. The incumbent will be expected to work collaboratively with the RALF (west) under the direction of the Land and Water Program Manager.

Specifically, the RALF is responsible for:

- Planning and delivery of project-level activities in the *Regional Agriculture Landcare Facilitator Core Services component of Regional Land Partnerships*.
- Assisting Program Managers to develop applications to acquire funds and/or partnerships to deliver Investment Plan activities.
- Contributing to strategic and tactical planning for programs to support the development and delivery of agricultural projects in the south coast region management unit.
- Facilitating increased involvement of the agricultural community in the development and maintenance of strategic networks, including Landcare, grower, community and industry groups; local, state and Australian government agencies.

- Ensuring that program-level activities and projects are delivered in an accountable manner that maximises return on investment.
- Ensuring the community and key stakeholders are engaged with, and aware of, RALF activities.
- Project reporting using GRID and MERIT for the National Landcare Programme.

Key duties

Project title	Deliverables and milestones
Core Services Regional Agriculture Landcare Facilitator component	<ul style="list-style-type: none"> • Complete a Regional Agriculture Landcare Facilitator Plan for the south coast region management unit (including a stakeholder engagement plan, a communication plan and a MERI plan) within two months of the commencement date. • Provide an ongoing central point of contact for farmers, industry and community groups. • Undertake community engagement and distribution of relevant information, including determining the needs of communities to undertake practice change, informing communities of emerging issues, supporting Landcare and industry networks, sharing knowledge on trial results, keeping them informed of new government policy, seeking membership and resources for natural resource management. • Attend the Regional Agricultural Landcare Facilitator Annual Conference (as required subject to supervisor approval). • Attend at least 2 community group meetings per year. • Provide assistance to community proponents with the development of at least one grant proposal annually (subject to grant availability). • Actively facilitate at least one partnership per year between production groups, Landcare groups and farmers to foster sustainable agriculture initiatives. • Participate in regular teleconferences with the Department of Agriculture and Water Resources. • Provide an annual report on services delivered through the RALF. • Support the delivery of agricultural focused projects in the south coast region management unit as/if resources allow. • Produce 3 media articles per year in collaboration with RALF (west) as a part of core funding. • Regularly contribute to the maintenance and update of the Southern Soils website.
Other duties	<ul style="list-style-type: none"> • 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. (Note – deadlines may be re-negotiated with supervisors depending on circumstances.) • Contribute to South Coast NRM’s social media profile (including e-news) through regular posts consistent with the scheme of delegations • Perform other duties as directed by the CEO within the scope and competence of experience and qualifications.

Additional activities

Activity	Deliverables/Outputs
Project identification and design	<ul style="list-style-type: none"> • Develop funding applications for potential new projects or activities, using technical information to detail appropriately costed actions.
Team meetings	<ul style="list-style-type: none"> • Participate in supervisory meetings with the Program Manager – Land and Water for project work planning, information sharing and guidance; • Participate in regular team meetings and ‘all of staff’ organisational meetings as required.
Reference Group meetings	<ul style="list-style-type: none"> • Provide technical advice and reports to the <i>Land and Water</i> and <i>South East</i> Reference Groups at each meeting as required (3 times per year).
Stakeholder engagement	<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.
Community Engagement	<ul style="list-style-type: none"> • Represent South Coast NRM at meetings of delivery organisations, grower groups, community groups and other stakeholders as required.

Special conditions related to this role

- Periods of work may be required outside normal hours.
 - Periods of high input demand and tight deadlines.
 - Driving long distances alone including occasionally at night.
 - Overnight stays in regional locations.
 - Interstate travel to attend RALF conferences
- 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, and the Staff Charter.

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