



PROGRAM MANAGER - HEALTHY ENVIRONMENTS

Job Description Form (April 2021)

Position Identification

Position Title	Program Manager – Healthy Environments
Position location	Albany or Esperance office based
Employment Status	1.0 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	SCNRM Level 6.1 – 6.4, \$102,966 to \$113,590
Contract term	Appointment to 30 June 2023.
Essential	Maintain a current Class C Drivers Licence Maintain a Current First Aid Certificate
Position approved and date	Chief Executive Officer, 28 th April 2021

Position Relationships

Responsible to	Chief Operations Officer
Positions Under Direct Supervision	<ul style="list-style-type: none"> • Project Officer – Dieback • Regional Ecologist – Regional Landcare Partnerships projects (Temperate Coastal Saltmarsh and Improving Status of 20/20 Priority Listed Threatened Species) • Project Officer – Regional Landcare Partnerships (Protecting WA Black Cockatoos)

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

Contract no.	Program title
RLP-MU37-P4	The project will improve management of 787 ha of high value Temperate Coastal Saltmarsh and Proteacea Dominated Kwongkan Shrubland TEC's by better managing weeds, integrated pest animal control (rabbits, foxes and cats), reducing the spread of Phytophthora, revegetation and better managing access to private lands and reserves containing TECs. The project will prioritise the mitigation of key threatening processes to increase protection and improve management of the TEC's consistent with RLP program targets. Project activities will be implemented through partnerships with 6 community groups, 1 Aboriginal Native Title Group and Department of Biodiversity, Conservation and Attractions.
RLP-MU37-P2	This project aims to improve the population trajectory, through recovering actions implementation for 3 mammals (Chuditch, Gilberts Potoroo and Western Ringtail possum), and 3 bird species (Western Ground Parrot, Australasian Bittern and

	Malleefowl) identified as priorities in the Threatened Species Strategy. Community groups and partner organisations will undertake recovering actions to improve and protect key EBPC habitats. This will include invasive species control, feral animal control, protection fencing and revegetation. The impact of recovery actions will be measured through establishment of a community-based monitoring protocol and establishment of community-based monitoring sites for the 6 EPBC species. The project will also include involvement of Aboriginal groups in the management of threatened species through undertaking of threatened species management plans, improving habitat and providing opportunities for on-country traditional knowledge sharing.
ERF-MU37-P1	Protecting WA Black Cockatoos - South Coast : This project will support private land holders to improve the habitat values of black cockatoo nesting and feeding sites, including Threatened Ecological Communities. The project will benefit fledglings at black cockatoo nesting sites in the South Coast region of WA by undertaking actions in nesting site habitat such as revegetating with key food plants for black cockatoos, improving nesting habitat through controlling stock access, regeneration, weeding and pest management as well as erecting artificial nesting structures or repairing existing nesting hollows. The project will work with community and landholders to contribute to improving our knowledge and management of black cockatoos on private land by surveying for undiscovered nesting sites and engaging community in project activities. Birdlife Australia will provide crucial support to the project for this component, plus relevant technical advice on the delivery of project activities.
CSGL-18114	Implementing the State Dieback Management and Investment Framework. Project to be completed by 31 st December 2021.

Key Responsibilities and Duties

The Program Manager – Healthy Environments role implements and integrates a range of projects and NRM activities to accomplish the goals and objectives of South Coast NRM related to natural ecosystems, habitats, landscapes, marine and coastal environments within the themes of biodiversity, coastal and marine. The role also contributes to the strategies of South Coast NRM’s Corporate Plan.

The Program Manager - Healthy Environments is responsible for using an autonomous, solutions-focused approach to achieve the following:

Responsibilities and Duties	Corporate plan goal
<ul style="list-style-type: none"> Develop, maintain and update an investment plan of activities, reviewed biennially, to deliver on the aspirations and goals of <i>Southern Prospects 2018-2023</i>. 	A resilient environment
<ul style="list-style-type: none"> Ensure the community and key stakeholders are engaged in theme related activities and that they are aware of the role that South Coast NRM plays in supporting the community to deliver positive NRM outcomes for the south coast region. Undertake extensive liaison and consultation to develop practical solutions to address theme related needs, including overcoming the limitations to stakeholder involvement for under-represented sectors of the NRM community. 	An enabled community

<ul style="list-style-type: none"> • Organise and deliver a minimum of 3 Healthy Environments Reference Group meetings per year providing logistical support to the Healthy Environments Reference Group Chair for the delivery of meetings. • Support nominated community group partners by attending meetings regularly, providing advice and support as required. 	
<ul style="list-style-type: none"> • Contribute to South Coast NRM strategic and tactical planning, ensuring that innovation and improvements are continuously incorporated. • Show leadership through demonstrating the commitments of the Staff Charter and ensuring that staff under supervision adhere to the Staff Charter as well as the organisational policies, procedures and guidelines to ensure an effective, safe, efficient and productive work environment. • Identify staffing needs and resources in consultation with COO. • Undertake recruitment in consultation with the CEO, COO and CFO. • Conduct annual reviews of staff that include performance in relation to effective project management, compliance with policies, procedures, and business processes and, if required, identify and conduct performance management. • Proactively determine and organise staff personal development (foundational learning) or training (vocational learning) requirements. • Coordinate and lead regular theme-staff meetings (at least quarterly) to support the project management framework. 	An effective team
<ul style="list-style-type: none"> • Identify, develop and coordinate program-level activities and projects identified in the investment plans to achieve goals in the biodiversity, coastal and marine theme areas of the <i>Southern Prospects</i> strategy. • Acquire funds and/or partnerships to deliver Investment Plan activities for the biodiversity, coastal and marine themes (minimum of four applications per year), ensuring that new projects and activities have adequate resources (sufficient budget, staff time and any other requirements) for effective delivery. • Contribute to the development of a corporate engagement strategy to acquire corporate support/funding for investment. • Develop/maintain a network of contacts to assist with identifying and participating in new funding opportunities. 	Effective resources
<ul style="list-style-type: none"> • Ensure that program-level activities and projects are delivered in an accountable manner that maximises return on investment. • Demonstrate leadership by adhering to all organisational policies and business processes, and ensuring staff under supervision do the same. • Show a commitment to continuous improvement by actively contributing to Senior Operations Team meetings and processes (business, reporting, project management). • Ensure the project management process, templates and budget tracking are used for all project delivery, and ensure that team members use and update work plans regularly. • Manage program level project budgets through quarterly meetings with CFO and COO. 	Effective Processes

<ul style="list-style-type: none"> • Ensure staff and sub-contractors adhere to reporting timelines, reporting is of a high standard and error rates are minimised. 	
<ul style="list-style-type: none"> • Provide information to Senior Managers (Chief Executive Officer, Chief Operations Officer and Chief Financial Officer) as requested and in a timely and professional manner. • Work with staff to identify promotional opportunities to promote the organisation and increase community engagement and representation in all South Coast NRM activities. • Update MERIT quarterly with communication activities delivered by the theme. • Contribute to E-News (quarterly) and oversee theme related content for South Coast NRM social media channels monthly. • Liaise with South Coast NRM Content Producer to establish consistent tone and quality of communication materials. • Facilitate communication and information sharing amongst all stakeholder groups including theme-based reference groups, as well as between theme areas. • Ensure that the aspirations and achievements of South Coast NRM are effectively and widely communicated across a range of media. • Communicate the outcomes of theme-related activities across a broad range of audiences to demonstrably increase awareness and support for organisational activities and the natural assets of the region and their threats. 	Effective communication
<ul style="list-style-type: none"> • Perform other duties as directed by the CEO and COO within the scope and competence of experience and qualifications. 	Other

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 alone including occasionally at night.

Potential for regular periods away from home including interstate travel.

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