



DIEBACK PROJECT OFFICER

JOB DESCRIPTION FORM (November 2021)

Position Identification

Position Title	Dieback Project Officer
Position location	Albany
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	South Coast NRM Level 3.1 to 3.4, equating to \$73,693 to \$79,660 for 1.0 FTE gross per annum. Pro rata for 0.4 FTE, equating to \$29,477.20 to \$31,864 gross per annum.
Contract term	4 January 2022 to 31 December 2022
Essential	Maintain a current Class C Drivers Licence Maintain a Current First Aid Certificate
Position approved by and date	Chief Executive Officer (CEO) 1 December 2021

Position Relationships

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

Contract no.:	Project title:
CSGL18114	Community Stewardship Grants 2018 - Implementing the State Dieback Management and Investment Framework
CSGS21068	Community Stewardship Grants 2021 - Landscape-scale dieback management through enhanced collaborative disease mapping

Key Project Officer Responsibilities

- Deliver remaining activities, key milestones and complete final reporting for Community Stewardship Grant 2018 – CSGL18114 – Implementing the State Dieback Management and Investment Framework. Deliver all project activities, key milestones, and reporting for Community Stewardship Grants 2021 - CSGL21068 - Landscape-scale dieback management through enhanced collaborative disease mapping.
- Implement the State Dieback Investment Framework in the south coast region. Provide Dieback information through spatial technical support at a regional and state-wide level through technical and administrative support of Dieback Information Delivery and Management System (DIDMS). Improve the 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)

PROJECT TITLE	DELIVERABLES AND MILESTONES
CSGL18114 Community Stewardship Grants 2018 - Implementing the State Dieback Management and Investment Framework	<ul style="list-style-type: none"> • Oversee the development of an online Learning Management System for the public distribution of Dieback Resources including compilation of existing content and dieback-related resources • Co-ordinate dieback interpretation surveys with contractors and partners at key Priority Protection Areas • Co-ordinate the design, purchase and installation of dieback management signage, installation of boot cleaning stations and delivery of hygiene management resources at key locations in the South Coast region • Co-ordinate the final delivery of the Cape Arid National Park Dieback Management Plan • Finalise access control at key sites within Fitzgerald River National Park to prevent Dieback spread • Maintain, administration and user support for Dieback Information Delivery and Management System (DIDMS) for stakeholders across the state and co-ordinate and compile recommendation from the DIDMS User Survey Report • Provide administrative support and promotion for Green Card Training and advise Healthy Environments Program Managers on future training opportunities • Undertake the collation and standardisation of reporting for project related activity including GIS information into to GRID, Smarty Grants and other platforms as required. • Promote the project through delivery of final project communication activity (x1) upon project wrap-up. • 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.

PROJECT TITLE	DELIVERABLES AND MILESTONES
Community Stewardship Grants 2021 - Landscape-scale dieback management through enhanced collaborative disease mapping	<ul style="list-style-type: none"> • Project planning and management, including stakeholder research, stakeholder mapping, development of an engagement strategy for the project, budgeting, and scheduling of all project activities. • Development of all project reports, summaries, documents, and updates. • Stakeholder liaison and co-ordination, including the scheduling of workshops, training sessions, interviews, and handling of all general project/dieback related enquiries. • Day to day user support for the DIDMS platform, particularly as the new DIDMS product is launched and circulated among users. • Liaise with Project Dieback Technical Advisory Group and consultants to assist with gathering of dieback data, upgrade of DIDMS platform, and delivery of surveys and workshops. • Conduct stakeholder participation interviews for 15 people and deliver five stakeholder workshops. • Attendance and presentation at two annual conferences to promote the new DIDMS upgrade and encourage widespread adoption. • Undertake the collation and standardisation of reporting for project related activity including GIS information into to GRID, Smarty Grants and other platforms as required. • Provide administrative support and promotion for Green Card Training and advise Healthy Environments Program Managers on future training opportunities • Promote the project through three (3) South Coast NRM eNews articles and media releases, three (3) social media posts and through six (6) green card training events. • 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

PROJECT TITLE	DELIVERABLES/OUTPUTS
Team meetings	<ul style="list-style-type: none"> • Participate in supervisory meetings with the Healthy Environments Program Manager on a regular basis for project work planning, information sharing and general guidance. • Provide a weekly written update to Healthy Environments Program Manager. • Attend and contribute to Healthy Environment team meetings and other South Coast NRM operations and organisational staff meetings, as required.
Reference Group meetings	<ul style="list-style-type: none"> • Develop briefing papers, provide technical advice and contribute to the Healthy Environments Reference Group meetings as required.
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. • Represent South Coast NRM at meetings of delivery organisations, community groups and other stakeholders as required. • Encourage and assist in the integration of dieback management practices into other relevant South Coast NRM projects. • Assist the Healthy Environments Program Manager seek opportunities to obtain furtherfunding for continuing the momentum of Project Dieback.
Other duties	<ul style="list-style-type: none"> • Perform other duties as directed by the CEO, Chief Operations Officer or Healthy Environments Program Manager, within the scope and competence of experience and qualifications.

Special conditions related to this role

- Periods of work outside normal hours.
- Potential for driving long distances. The occupant of this role will be expected to comply with and demonstrate a positive commitment to all South Coast NRM 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: