



DIEBACK PROJECT OFFICER

JOB SPECIFICATION FORM (DECEMBER 2021)

Position Title	Dieback Project Officer
Position location	Albany
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	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	1 February 2022 to 31 January 2023
Essential	Maintain a current Class C Drivers Licence Maintain a current or obtain a 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

Selection Criteria

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 dieback management activities.
3. Demonstrated ability to develop effective working relationships with representatives of other agencies, organisations, and community groups across a range of levels.
4. Demonstrated ability to deliver presentations, workshops, training sessions and interviews to a diverse array of stakeholders and summarise information received for consideration in advancing the Project Dieback.
5. Demonstrated experience in gathering and managing project related data and preparing detailed reports, including spatial information mapping.
6. Possession of qualifications in an appropriate natural resource management discipline or extensive equivalent experience.

DESIRABLE

1. Experience with web-based information and learning platforms and compilation of associated resources.

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.