

## Capacity and Adoption Program Manager POSITION DESCRIPTION

### Position Details

<b>Position Title</b>	Capacity and Adoption Program Manager
<b>Position Location</b>	Albany or Esperance Office
<b>Employment Status</b>	1.0 fulltime equivalent (FTE)
<b>Contract Agreement</b>	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).
<b>Classification</b>	Offered at South Coast NRM Level 6.1 to 6.2, which equates to a gross salary between \$108,179 and \$111,734, plus superannuation at 10.5%, providing a package totalling between \$119,537 and \$123,466.
<b>Contract Term</b>	On appointment to 31 <sup>st</sup> January 2024
<b>Position approved and date</b>	Chief Executive Officer, 7 <sup>th</sup> June 2022
<b>Essential</b>	Maintain a current Class C Drivers Licence Maintain a Current First Aid Certificate

### Position relationships

<b>Responsible to</b>	Chief Operations Officer
<b>Positions under direct supervision</b>	<ul style="list-style-type: none"> <li>• South Coast Enviro-Experiences Project Officers Albany – 0.8 FTE, Albany based</li> <li>• South Coast Enviro-Experiences Project Officer – Esperance – 0.4 FTE, Esperance based</li> <li>• South Coast Snapshot Project Officer - TBC</li> </ul>
<b>Responsible for</b>	Project management and program management, growth and leadership in the Regional Capacity theme.
<b>Provides advice to</b>	Chief Operations Officer and Chief Executive Officer

### Contract(s) or Agreement(s) associated with this position

<b>Contract no.</b>	<b>Project title</b>
LOTTO-4	South Coast Enviro-Experiences supported by Lotterywest. This position will provide a leadership role in the project team in the delivery of the project. See here for a project summary: <a href="https://southcoastnrm.com.au/south-coast-enviro-experiences/">https://southcoastnrm.com.au/south-coast-enviro-experiences/</a>
UTAS - MLA B.CCH.2121	Sustainable Pathways to CN30 – Module 1. This is an Australia-wide, red meat production focused project with a goal of 10% improvement in livestock productivity in 5% of the herd and flock, and the equivalent of 15 million tonnes of CO <sub>2</sub> stored within 10 million ha of Australian grazing land by 2025. This position will work in the project team to implement the Adoption Plan and provide strategic advice and support towards the project's communications and engagement, and monitoring and evaluation. See here for background:

	<p><a href="https://www.mla.com.au/research-and-development/Environment-sustainability/carbon-neutral-2030-rd/impact-and-investment/">https://www.mla.com.au/research-and-development/Environment-sustainability/carbon-neutral-2030-rd/impact-and-investment/</a></p> <p><i>Please note that this project is managed by the Land and Water Program Manager, however this position plays a significant role in the delivery of the project.</i></p>
UTAS - AWI	<p>Increasing Demand for Wool – Pathways for Building Natural Capital (aka BENEFITS: Biodiversity, Ecosystems, Net Emissions and Forestry ITemisation of wool farms project. This is an Australia-wide, wool production project with the aim of co-developing profitable, sustainable, practical pathways for reducing farm greenhouse gas emissions while improving profitability and biodiversity of sheep farms. This position will contribute to the project’s delivery through communication and extension activities, including the development of case studies.</p> <p><i>Please note that this project is managed by the Land and Water Program Manager, however this position plays a significant role in the delivery of the project.</i></p>
South Coast Snapshot	<p>Coordinate the development and delivery of the South Coast Snapshot 2022/2023. The South Coast Snapshot is a state of the environment report of the south coast. This position will coordinate the working group and technical advisory group to develop and deliver this regional tool. See here for the previous Snapshot: <a href="https://southcoastnrm.com.au/wp-content/uploads/2019/05/Snapshot - full.pdf">https://southcoastnrm.com.au/wp-content/uploads/2019/05/Snapshot - full.pdf</a></p>
RLP-CORE	<p>This project identifies the role of South Coast NRM in maintaining the currency of natural resource management planning and prioritisation of management actions, support the Community, including Landcare, Indigenous communities, and industry to participate in projects and undertaking projects.</p> <p><i>Please note that this project is managed by the CEO, however this position plays a significant role in the delivery of the project.</i></p>

### Role purpose

<p>The Capacity and Adoption Program Manager provides a leadership role in facilitating the Regional Capacity theme of Southern Prospects through effective team management, with a focus on high quality project and program design and management and employing an inclusive, collaborative, autonomous and solutions-focused approach. The role has a strong focus on humanities and social science required to achieve the aspirations of Southern Prospects (capacity building, behaviour change and adoption).</p> <p>The Capacity and Adoption Program Manager will actively engage with the south coast community, and beyond, to further develop the regional capacity and opportunities for South Coast NRM and the south coast region. They will be the project leader for the South Coast Enviro-Experiences project to ensure environmental volunteer outcomes are achieved and that learnings are transferable. They will work in a project team on two agricultural industry focused projects which are being delivered across Australia to implement and evaluate communication and engagement activities to drive adoption of carbon storage practices on farms.</p>
---

### Key duties

Corporate Plan Foundations	Duties
An Effective Team: <i>A passionate and productive team with a positive culture, aligned values, professionalism,</i>	<ol style="list-style-type: none"> <li>1. Support and coordinate the Regional Capacity team in an effective, safe, and productive manner, showing leadership through demonstrating a commitment to the Staff Charter.</li> <li>2. Identify staffing needs and resources in consultation with the Chief Operations Officer and where required, undertake recruitment according to process, requiring input from the Financial Controller and approval from the COO and CEO.</li> <li>3. Conduct annual performance conversations with staff reviewing performance in line with the Job Description Form/ Position Description forms and workplans. Proactively</li> </ol>

<p><i>and pride in their work and organisation.</i></p>	<p>establish staff personal development (foundational learning) or training (vocational learning) requirements through staff personal development plans. Where required, identify and conduct performance management.</p> <ol style="list-style-type: none"> <li>4. Provide information to the senior management team (CEO, COO and Financial Controller) and the Board of Management as requested, in a timely and professional manner.</li> <li>5. Proactively contribute to strategic and tactical planning internal meetings with the Senior Operations Team and Senior Management (CEO, COO and Financial Controller) with a focus on culture, innovation and continuous improvement. Under direction from the COO, produce reports for the Board of Management and provide verbal updates as required.</li> <li>6. Coordinate and lead regular theme-staff meetings (at least quarterly) to support the project and program management framework and maintain team cohesiveness and awareness across the program.</li> <li>7. Ensure the project management business processes and templates and financial management tools are used for all project delivery and that team members use, and update work plans regularly.</li> <li>8. Manage program level project budgets through monthly financial meetings with the COO and Financial Controller and work to ensure staff and sub-contractors adhere to reporting timelines, that reporting is of a high standard and error rates are minimised.</li> <li>9. Contribute to the strategies of South Coast NRM's Corporate Plan.</li> </ol>
<p>Engaged stakeholders and community: <i>Actively communicate and engage with the community and key stakeholders to help look after where we live.</i></p>	<ol style="list-style-type: none"> <li>1. Ensure the community and key stakeholders are engaged in theme related activities and are aware of the role that South Coast NRM plays in supporting the community to deliver positive NRM outcomes for the south coast region. Further, 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.</li> <li>2. Foster and maintain strong relationships and partnerships to support project and program development and delivery. Support key community group partners by attending meetings regularly, providing advice and support as required.</li> <li>3. Work with the Regional Capacity staff to widely communicate the outcomes of Regional Capacity 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. Work with the CEO and COO to develop targeted media releases and other communications in support of the programs projects and the organisations work in the Regional Capacity theme.</li> <li>4. Coordinate Regional Capacity contributions to E-News (quarterly) and South Coast NRM social media (Facebook, Twitter and LinkedIn) on a monthly basis.</li> <li>5. Organise and coordinate one (1) dedicated Regional Capacity forum or workshop in later 2022.</li> <li>6. Assist in the coordination and/ or planning of two (2) NRM forums per year.</li> </ol>
<p>Effective resources: <i>Grow and diversify our income in a manner that is sustainable for our staff and partners.</i></p>	<ol style="list-style-type: none"> <li>1. Proactively progress opportunities to acquire funds (government and private) to deliver activities identified in the Regional Capacity Investment Plan (minimum of three applications/ submissions/ proposals per year).</li> <li>2. Develop and maintain a network of contacts to assist with identifying and supporting the development of new funding opportunities.</li> <li>3. Ensure new projects and activities have adequate resources (sufficient budget, staff time and any other requirements) for effective delivery.</li> <li>4. Under the direction of the CEO, work with the COO and CEO to effectively engage with government and politicians to advocate for projects, the program, the organisational, NRM broadly and Southern Prospects.</li> </ol>

<p>Resilient Environment: <i>South Coast NRM will work collectively with the community to support the delivery of Southern Prospects.</i></p>	<ol style="list-style-type: none"> <li>1. Review and update the Regional Capacity Investment Plan.</li> <li>2. Proactively and collaboratively work to engage with the community and stakeholders to support the delivery of the Regional Capacity theme of Southern Prospects.</li> <li>3. Report against theme-level progress to the community and members through Annual Reports.</li> </ol>
---	---

**Other conditions related to this role**

- The Capacity and Adoption Program Manager may be required to perform other duties as directed by the CEO and COO within the scope and competence of experience and qualifications.
- Potential for some periods away from home.
- During peak work periods, this role may require periods of work outside normal hours.
- The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM policies and standard operating procedures.
- Workplace Health & Safety: South Coast NRM is committed to providing all staff with a safe working environment in accordance with Workplace Health and Safety Legislation. One way in which we strive to keep our team and stakeholders safe, is by being vaccinated against COVID-19. As such, it may be a requirement of this role that you are immunised against COVID-19. The successful candidate will be required to present an official digital immunisation certificate prior to commencement. South Coast NRM will not keep a copy of this certificate. Please DO NOT supply a copy of your digital certificate with your written application.