

Position Description



SOUTHCOAST
NATURAL RESOURCE MANAGEMENT INC.

Project Coordinator – Fitz-Stirling Priority Place

Overview	
Position title	Project Coordinator – Fitz-Stirling Priority Place
Location	Albany
Remuneration	Full time equivalent (FTE) annual gross salary \$85,000 to \$95,000, plus superannuation
Employment Term	Fixed Term - 2 years
Employment Status	1 FTE
Team	Operations
Approval	Chief Executive Officer, 19 th June 2024.

Relationships	
Reports to	Program Lead – Priority Landscapes
Supervising	N/A
Internal relationships	Operations team, Business Services team, Senior Leadership Team
External relationships	Delivery partners, project steering committee, funding partners, First Nations community and organisations, community members contributing to South Coast NRM and the general public.

Position summary and purpose

The Project Coordinator – Fitz-Stirling Priority Place will provide project management leadership to South Coast NRMs Fitz-Stirling Priority Place Project and developing the organisations priority landscapes program.

Key responsibilities and duties

1. Project and financial management of assigned project/s. Effective delivery of project activities and outcomes including environmental survey design and implementation and ecological monitoring and evaluation.
2. Project reporting in accordance with internal and head contract requirements including status reports on activities, schedule, budget and project acquittals.
3. Liaise with and coordinate key stakeholders to foster effective communication and collaboration to ensure effective project delivery and reporting.
4. Communication and awareness raising responsibilities for allocated project/s.
5. Utilise analytical skills to troubleshoot and resolve any issues or challenges that may arise during project lifecycles and program delivery.
6. Perform other duties as directed.

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Requirements for success in this role – selection criteria

Skills, knowledge, experience, qualifications and/or training	
Essential	Demonstrated project and financial management skills and experience
	Well-developed interpersonal skills to develop and maintain relationships with key stakeholders
	Strong communication skills, both written and oral.
	Teamwork skills and experience, with a proven track record of working as part of a high-performance team
	Time management skills, with the ability to work to deadlines and manage competing demands
	Advanced computer skills including Microsoft Office (SharePoint, Word, Excel, Teams)
	Relevant tertiary qualification or extensive equivalent experience in a relevant field, notably environmental science, natural resource management, agriculture, biology or ecology
Desirable	Possession of C-class driver's license
	Experience working with First Nations communities and/or organisations

Policies, workplace practices and conditions

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organisation's policies, procedures, and safe work practices, for the safety of themselves and others.

This position has the potential for some periods away from home and during peak work periods, work outside of normal hours may be required.

Acceptance of responsibilities and expectations of the position			
Employee		Manager	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	