



Program Lead – Sustainable Agriculture

Overview	
Position title	Program Lead – Sustainable Agriculture
Location	Esperance or Albany
Remuneration	\$101,000 to \$120,000 plus superannuation, depending on qualifications and experience
Employment Term	Permanent
Employment Status	Full time
Team	Operations
Approval	Chief Executive Officer, 3 rd December 2024

Relationships	
Reports to	Executive Manager Operations
Supervising	<ul style="list-style-type: none"> • Project Coordinator – Meat and Livestock Australian Carbon Storage Partnership • Sustainable Agriculture Facilitator • Soils Facilitator
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 Program Lead – Sustainable Agriculture will provide leadership to South Coast NRMs sustainable agriculture program. They will manage a project, lead and supervise the sustainable agriculture team, and lead the development of the organisation’s sustainable agriculture program.

Key responsibilities and duties

1. Project and financial management of assigned project/s. Lead effective delivery of project activities and outcomes, including procurement, contract management and project monitoring and evaluation design and implementation.
2. Project reporting responsibilities, including compiling, drafting for Executive review and submission of all required reporting in accordance with internal and head contract requirements.
3. People management responsibilities, including recruitment, supervision, and monitoring of staff to ensure they fulfill the responsibilities of their roles.
4. Liaise with and coordinate key stakeholders to foster effective communication and collaboration to ensure effective project development, delivery and reporting.
5. Communication and awareness-raising responsibilities for allocated project/s and the broader sustainable agriculture program.
6. Utilise analytical skills to troubleshoot and resolve any issues or challenges during project lifecycles and program delivery.
7. Lead research, collaborative industry partnerships project design and co-design, budget development and funding submission preparation.

Position Description



8. Build and promote the organisation's scientific/collaborative reputation through activities such as research, design, application, and evaluation, and community and industry outreach, including publications and presentations.
9. Perform other duties as directed.

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, or agricultural sciences.
	Effective people management skills, with the ability to supervise and manage staff and an understanding of Work, Health and Safety matters.
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		Supervisor	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	