



Project Coordinator – Yakamia Creek

Overview	
Position title	Project Coordinator – Yakamia Creek
Location	Albany
Remuneration	Full time equivalent (FTE) annual gross salary \$85,000 to \$95,000, plus superannuation, pro-rata to FTE.
Employment Term	Permanent
Employment Status	0.8 FTE
Team	Operations
Approval	Chief Executive Officer, 3 rd December 2024

Relationships	
Reports to	Program Lead – Threatened Species
Supervising	N/A
Internal relationships	Operations team, Business Services team, Senior Leadership Team
External relationships	Delivery partners, Yakamia Advisory Group, 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 – Yakamia Creek will provide project management leadership to South Coast NRMs Yakamia Creek Project. They will manage, coordinate and deliver project activities to achieve effective natural resource management outcomes in the South Coast region.

Key responsibilities and duties

1. Project and financial management of assigned project/s including procurement, contract administration and cost control.
2. Effective delivery and coordination of project activities and outcomes including ecological rehabilitation and restoration, environmental survey design and implementation of ecological monitoring and evaluation.
3. Project reporting in accordance with internal and head contract requirements including status reports on activities, schedule, budget and project acquittals.
4. Liaise with and coordinate key stakeholders to foster effective communication and collaboration to ensure effective project delivery and reporting.
5. Communication and awareness raising responsibilities for allocated project/s.
6. Utilise analytical skills to troubleshoot and resolve any issues or challenges that may arise during project lifecycles and program delivery.
7. 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 such as environmental science, natural resource management, biology or ecology
Desirable	Possession of C-class driver’s license
	Experience working with First Nations communities and/or organisations
	Experience working in aquatic ecosystems

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			
<i>To be signed on appointment</i>			
Employee		Manager	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	