

Position Description



Program Lead- Esperance

Overview	
Position title	Program Lead - Esperance
Location	Esperance
Remuneration	Full time equivalent (FTE) annual gross salary \$115,000 to \$130,000, plus Superannuation.
Employment Term	Fixed Term - 2-year contract
Employment Status	1 FTE
Team	Operations
Approval	Chief Executive Officer

Relationships	
Reports to	Executive Manager Operations
Supervising	Project Coordinator – Lake Gore Project Coordinator – Sustainable Ag, Esperance
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 will provide leadership to South Coast NRMs Esperance Project coordinators. They will manage a project, lead and supervise a team of Project Coordinators and provide strategic direction and stakeholder management within the region.

Key responsibilities and duties

1. Project and financial management of assigned project/s. Lead effective delivery of project activities and outcomes, including environmental survey design and implementation and ecological monitoring and evaluation.
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 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 during project lifecycles and program delivery.
7. Provide support and advice to the Executive Manager Operations, particularly in research, project design and co-design, budget development and funding submission preparation.
8. Build and promote the organisation's scientific reputation through activities such as research, design, application, and evaluation of rigorous ecological monitoring, and community outreach, including publications and presentations.
9. Perform other duties as directed.

Position Description



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.
	Effective people management skills, with the demonstrated ability to supervise and manage staff and an understanding of Work, Health and Safety matters.
	Possession of C-class driver's license
Desirable	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.