

# Position Description



## Project Coordinator

<b>Overview</b>	
Position title	Project Coordinator – Sustainable Ag
Location	Albany
Remuneration	Full time equivalent (FTE) annual gross salary \$88,000 to \$100,000, plus superannuation
Employment Term	Fixed Term – 2-year contract
Employment Status	1.0 FTE
Team	Operations
Approval	CEO

<b>Relationships</b>	
Reports to	Program Lead - Sustainable Ag
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 will provide project management and leadership to South Coast NRMs Sustainable Ag program and projects and assist in the development and delivery of the organisations priority operational projects.

### 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. Plan and coordinate delivery of field-based activities including events, monitoring and operational outcomes.
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**

<b>Skills, knowledge, experience, qualifications and/or training</b>	
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
	Experience planning and implementing field-based activities including monitoring programs and operational projects
	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
	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.