

## POSITION DESCRIPTION

### GRADUATE PROJECT OFFICER (LAND PROGRAM)

<b>Location</b>	Hobart
<b>Employment Status</b>	Fixed-term contract (1.0 FTE) Contract to 30/06/2023 (subject to funding) 6-month probation period
<b>Salary</b>	\$70,000 (including 10% superannuation).
<b>Last Revised</b>	December 2021

### Who We Are

NRM South is one of three natural resource management bodies in Tasmania and forms part of a national network of 54 similar bodies. NRM South is a not-for-profit organisation, with an office located in Hobart. We have a partnership delivery model, delivering projects on behalf of Australian and Tasmanian Governments, and through investment from our local, business and industry partners. We are responsible for identifying the region's priorities for natural resource management, working with the community to prepare a regional NRM strategy and facilitating its implementation.

### Position Summary

The Graduate Project Officer (Land Program) is a member of the Land Program Team within NRM South, and is responsible for contributing services and expertise into specific projects and initiatives consistent with NRM South's strategic priorities including capacity building for farming resilience in regional communities, and developing sustainable agricultural practices with producers in the Southern Region.

The role is expected to form strong connections with various stakeholders across industry, community, government and rural communities to understand pressures, priorities and opportunities facing the sector; and to leverage their technical expertise in working with the Land Program Team to develop projects and initiatives that help to improve sustainable production, as well as maximising natural values within the agricultural landscape.

Intra-state travel may be required within the role.

### Position Relationships:

<b>Supervisor</b>	Program Manager (Agriculture and Carbon)
<b>Direct Reports</b>	Nil
<b>Other</b>	The Project Officer (Agriculture) will be required to form professional, strong working relationships with: <b>Internal</b> <ul style="list-style-type: none"> <li>• NRM South staff (including members of the Management Team)</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>• Local, State and Australian Government Offices, including regulatory authorities, and their representatives.</li> <li>• Community and Interest Groups and their Peak Associations</li> </ul>

	<ul style="list-style-type: none"> <li>• Industry and Peak Industry Associations</li> <li>• Farming producer groups</li> <li>• Sub-contractors</li> <li>• Research organisations and their staff</li> <li>• Landholders and land managers</li> </ul>
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## Key Duties and Responsibilities

1.	Support the effective delivery of projects within the Land Program team, including contributing to planning, project management, monitoring, engagement, and reporting activities.
2.	Contribute to scoping, design, and delivery of NRM South initiatives. This may include applying knowledge and expertise to deliver farming resilience capacity building initiatives, supporting the design and facilitation of extension activities (including coordinating field events, workshops, surveys etc.), and developing key platforms in collaboration with colleagues and partners.
3.	Provide technical advice, information and contribute to recommendations on agricultural and agronomic issues to the Land Program Team, and Management Team to identify and respond to opportunities and challenges relevant to the broader NRM South portfolio.
4.	Actively build and maintain strong networks and relationships across the agriculture and land management sector/s to gather external insights to assist in developing and improving initiatives and projects.
5.	Engage in learning and mentoring activities as directed to continue building and leveraging technical skills and expertise.
6.	Perform other duties, as directed by the CEO or Line Manager, within the scope and competence of experience and qualifications.

## Level of Responsibility and Supervision

- The incumbent will be expected to work with a degree of autonomy on a day-to-day basis, with the general guidance of the Program Manager (Agriculture and Carbon).
- Is expected to utilise professional skills, knowledge and experience to prioritise activities and proactively manage their workload to meet agreed timelines. Initiative is required to research, evaluate, recommend, and implement agreed best practices that may be appropriate to project outcomes and effectively manage deadlines and activities to ensure high quality, timely and consistent delivery of outcomes.

## Position Criteria (selection criteria)

Essential Requirements:	
1.	Tertiary qualifications in agricultural science, landscape management, natural resource management, or other relevant scientific discipline, and/or an equivalent combination of training and experience.

2.	Experience, or familiarity with key principles of project management, including developing contracts, tracking milestones, budgets, WHS, monitoring, evaluation, reporting, and implementing adaptive management processes.
3.	A working knowledge (or the ability to quickly acquire) of the Tasmanian agricultural sector, including key stakeholders such as private industry, peak industry bodies, producer groups and landholders. As well, as the challenges and opportunities facing producers in the Tasmanian context.
4.	Familiarity with agricultural or agronomic practices and their application, particularly with regard to natural resource management methodologies, practices, and issues.
5.	Strong communication and interpersonal skills including liaison, negotiation and conflict resolution skills with partners, industry, researchers, government, and landholders; as well as the ability to prepare written reports that are clear, accurate, concise, and targeted to appropriate audiences.
6.	Excellent organisational skills, with the ability to work independently, use initiative and prioritise workloads. Including management of remote subcontractors and dispersed interests (e.g. multiple trial sites)
<b>Desirable Attributes:</b>	
1.	Current class C driver's license

## WHS

- All staff will assist NRM South to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will engage in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain NRM South's WHS processes in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision to their staff.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

## Our Values



At NRM South, our core organisational values are:

- To embrace **innovation**
- To pursue **excellence**
- To foster **collaboration**
- To work with **passion**
- To deliver an **outcome-focus**