





Position Description

Project Officer/Senior Project Officer

 LOCATION	 EMPLOYMENT	 TEAM	 LEVEL
Hobart	Flexible 0.6-1.0	Biodiversity Program	Level 4-5

Strategic contribution - your impact

The Project Officer develops and delivers discrete and/or small-scale projects and contributes to the delivery of complex and significant projects. The Senior Project Officer manages complex and significant projects providing specialist technical expertise to deliver in their delivery of high-quality project outputs and outcomes.

Both position levels contribute to the achievement of high-quality program outcomes that aim to restore and protect the natural resources in our region, and contribute to the achievement of the *2030 NRM Strategy for Southern Tasmania*.

Position overview – what the position looks like

The Project Officer role works closely with other project and operational employees to deliver project and other services.

The Senior Project Officer role works closely with the Biodiversity Program Manager and Program Coordinator to develop and manage complex projects. In addition to utilising and sharing their specialist technical expertise, the role undertakes collaborative action with internal and external key stakeholders to achieve project outcomes for natural values.

About NRM South - Who we are

NRM South is a values-driven organisation, with people who:

- love to innovate
- pursue excellence in their work
- are passionate about natural resource management
- enjoy collaborating with other like-minded people, and
- value achieving outcomes that benefit the Tasmanian people and its environment.

OUR PURPOSE

NRM South is a not-for-profit organisation that works to keep our natural and productive landscapes healthy over the long term.

We are one of three natural resource management bodies in Tasmania and part of a national network of 54 similar entities.

We are the 'go to' organisation for planning and delivery of natural resource management in southern Tasmania. We work in partnership with government, research, industry, NGOs, regional bodies, and the community to deliver strategic, coordinated, and collaborative programs.

OUR VISION

To facilitate collaborative action for healthy landscapes and seascapes, protected natural values, and sustainable livelihoods and lifestyles.

REGIONAL STRATEGY 2023

<https://nrmsouth.org.au/about-us/our-strategy/>





Position relationships – Who you will be working with

The Project Officer/Senior Project Officer reports to the Program Manager, working independently and collaboratively, as appropriate, with other members of the program team and with stakeholders.

Supervisor	Program Manager
Direct reports	Supervise contractors, as needed
Internal relationships	Program Team members including the Program Coordinator, Project and Senior Officers, and other team members Members of the NRM South Management Team, as/when appropriate Other NRM South staff NRM South Board Directors, as/when appropriate
Stakeholders	Commonwealth, state and local government representatives Consultants and delivery partners Industry, as required Funding providers Research organisations Community groups Technical experts, Other NRM organisations, as/when appropriate

Key accountabilities - What we expect of you

Both the Project Officer and Senior Project Officer report to the Program Manager and are responsible for delivering high-quality project outcomes. The Project Officer focuses on supporting and implementing projects, while the Senior Project Officer takes on additional responsibilities, including project planning, stakeholder engagement, and risk management.

Key accountabilities for a Project Officer are to:

- Develop and deliver discrete and/or small-scale projects and contribute to the delivery of significant, complex projects.
- Participate in and support a thriving, achievement-oriented, diverse and inclusive team culture.
- Ensure individual performance fulfils governance, compliance, quality control and assurance, financial, health and safety, strategic and operational risk management goals and requirements.
- Utilise business and technology systems and solutions to effectively deliver support services.
- Represent NRM South in a professional manner, maintaining good working relationships with a range of project stakeholders and at a range of community engagement events.

Key accountabilities for a Senior Projects Officer are to:

- Lead and manage projects and deliver project outcomes, and contribute to the achievement of program outcomes.



- Provide specialist technical advice, as required.
- Contribute to a thriving, achievement-oriented, diverse and inclusive team culture where capability, capacity and efficiency of the people meet current and emerging needs.
- Ensure individual and team members performance fulfils compliance, quality control and assurance, financial, health and safety, strategic and operational risk management goals and requirements.
- Effectively utilise business and technology systems and solutions that are fit for purpose in delivering evidence-based decision-making and excellent project performance.
- Build and maintain professional connections and partnerships with project stakeholders from a wide range of stakeholders across the community, government, and industry.

Duties and responsibilities - What you will do

Note that the duties and responsibilities are relevant to both position levels, with the expectation that a Senior Project Officer will manage more complex projects, with less supervision.

Deliver Results

Support the day-to-day operations in the Program and provide a range of project management and support services as required, including:

- Manage the delivery of assigned projects, including the outputs, and outcomes.
- Apply knowledge and expertise to the design and delivery of projects,
- Undertake field-based activities, as required
- Complete reporting, monitoring, and evaluation as required by the funding body and NRM South. Report to funding bodies in accordance with requirements, including utilising reporting systems (e.g. MERIT).

Implement project management approaches, including planning, tracking (finance, logistics, data, progress), administration (contract management, complete work plan activities), communications (including case studies, media releases, presentations, social media posts etc.), stakeholder and community engagement.

Develop communications, WHS and other plans for projects, as required, following required protocols, and monitor and manage risk assist with preparing and conduct of community engagement events, as required.

Perform work activities in accordance with compliance requirements of relevant laws, regulations and NRM South policies.

Share ideas and assist to implement process improvements to ensure efficient work delivery by the team.

Influence & Collaboration

Contribute to a collaborative and harmonious workplace and organisational success by supporting team members and other staff, NRM South objectives and activities.

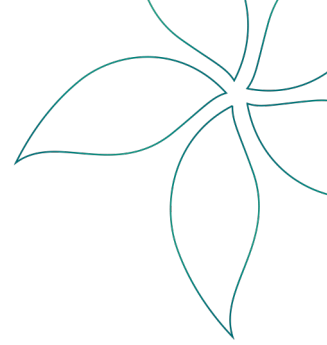
Actively contribute to a culture of integrity, professionalism, ethical behaviour and good governance, raising any concerns discretely with the Program Manager.

Stakeholders & Communication

Support the maintenance of productive stakeholder relationships.



<p>Health & Safety</p>	<p>Assist with meetings of project working groups, committees and consultations to facilitate exchange of information including providing technical advice as needed.</p> <p>Identify risks and opportunities in the external stakeholder environment, negotiating and resolve conflict.</p> <p>Maintain high standards of workplace health, safety and wellbeing, and protect the health and safety of other employees and stakeholders, in accordance with NRM South's policies and procedures and relevant legislation.</p> <p>Prepare WHS documentation for field-based activities as required.</p> <p>Promptly raise and act on any health, safety and wellbeing issues.</p> <p>Seek to contribute to continual improvement of high standards of safety practice across all staff and key contractors, in adherence with NRM South's policies and procedures and relevant legislation.</p>
<p>Other duties</p>	<p>Perform other duties as directed by the CEO, Program Manager or Management Team member, within reasonable scope of capabilities, experience, and responsibilities.</p>



Position criteria - What attributes you will have

Knowledge – What you know

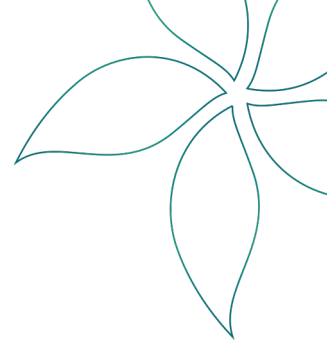
- Relevant tertiary qualification, higher degree, or equivalent experience in ecology, natural resource management, environmental management, restoration, or a related field (botanical skills will be viewed favourably).
- For Senior Project Officer position, having skills in or knowledge of:
 - Expertise in complex project management, funding processes, and government policy.
 - Understanding of legal, compliance, and procurement processes.
 - Knowledge of not-for-profit organisations (desirable).

Experience – What you have done

- Experience in natural resource management methodologies, including fieldwork, particularly in restoration.
- Strong written communication skills.
- Stakeholder and community engagement experience.
- Excellent organisational and prioritisation skills.
- Experience in project management, such as procurement, tracking milestones, budgets, risk and safety, adaptive management, and reporting (including Monitoring, Evaluation, Reporting and Implementation (MERI), desirable)
- For Senior Project Officer position, having demonstrated experience and a sound understanding of:
 - Proven experience in preparing project documentation, reports, and briefings.
 - Advanced stakeholder and community engagement skills.
 - Ability to work independently, use initiative, and manage competing priorities.
 - Expertise in technical analysis, problem-solving, and developing strategic project solutions.

Behaviour – What you can do

- Demonstrated ability to communicate, engage and build good relationships with stakeholders from a range of organisations, representing NRM South at meetings, forums and community engagement events.
- Proven ability to productively work in a team and autonomously delivering results aligned to project and program goals and in the spirit of NRM Souths key focus areas for people and results.
- For Senior Project Officer position:
 - High accountability in delivering complex work to quality, timeliness, and financial standards.
 - Proven leadership in stakeholder engagement and communication.



Personal Qualities – Who you are

- Friendly, collaborative, and committed to achieving shared outcomes.
- Organised and accountable, with high professional standards.
- Upholds integrity, confidentiality, and reliability.
- For a Senior Project Officer position:
 - Proactive, professional, and relationship-focused.
 - Strategic and resourceful thinker.

Other Position Requirements – essential or desirable

- Australian citizen or resident.
- Current Car (C class) Driver Licence to enable state-wide travel, as required.