

## Senior Project Officer/Program Coordinator

 <p><b>LOCATION</b></p> <p>Hobart</p>	 <p><b>EMPLOYMENT</b></p> <p>Flexible 0.6-1.0</p>	 <p><b>TEAM</b></p> <p>Water</p>	 <p><b>LEVEL</b></p> <p>Level 5 or 6</p>
--	--	---	--

### Strategic contribution – your impact

The Senior Project Officer leads complex projects, providing specialist technical expertise to support team members and engage stakeholders in delivering high-quality outcomes. The Program Coordinator works closely with the Program Manager to set priorities, lead significant projects, and strategically align initiatives to program goals.

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 Senior Project Officer works with the Water Program Manager and Coordinator to set project priorities and lead significant or complex projects. This role applies specialist technical expertise and collaborates with internal and external stakeholders to achieve project outcomes that support healthy landscapes, protected natural values, and sustainable livelihoods.

The Program Coordinator plays a key role in project management, coordination, ensuring alignment with NRM South's goals. The role leads program delivery by connecting people, projects, and resources to maximise impact.

### 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.
- \* value diversity and inclusiveness.
- \* 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 Senior Project Officer/Program Coordinator reports to the Program Manager, working independently and collaboratively, as appropriate, with other members of the team and stakeholders.

Supervisor	Program Manager
Direct reports	Supervise contractors (periodically)
Internal relationships	Program Team members including Senior Project Officers and Project Officers Members of the NRM South Leadership Team, as/when appropriate Other NRM South staff, as/when appropriate NRM South Board Directors, as/when appropriate
Stakeholders	Commonwealth, state and local government offices and representatives External agencies, service providers and consultants Industry and peak industry associations Funding providers, including funding bodies and philanthropic stakeholders Universities, higher education, and research organisations Community and interest groups Specialist consultants, technical experts, contractors, and suppliers as required for projects. Other NRM organisations, as/when appropriate

## Key accountabilities - What we expect of you

Both the Senior Project Officer and Program Coordinator report to the Program Manager and are responsible for delivering high-quality project outcomes. The Senior Project Officer focuses on project management, technical expertise, and stakeholder engagement, while the Program Coordinator takes on additional responsibilities in program coordination and strategic alignment.

Key accountabilities for a Senior Project Officer:

- \* Lead and manage projects, working with the Program Manager and Program Coordinator to achieve program outcomes.
- \* Provide specialist technical advice on projects.
- \* Contribute to a thriving, achievement-oriented, diverse, and inclusive team culture.
- \* Ensure individual and team performance meets governance, compliance, quality control, financial, health and safety, and risk management requirements.
- \* Effectively use business and technology systems to support evidence-based decision-making and project performance.
- \* Build and maintain professional connections and partnerships across community, government, research, and industry.



### Key accountabilities for a Program Coordinator:

- \* Assist in setting the program agenda, coordinating projects and practices to achieve program outcomes and enhance NRM South’s sustainability.
- \* Develop and maintain project documentation, including budgets, stakeholder engagement plans, risk assessments, and resource requirements.
- \* Contribute to a thriving, achievement-oriented, diverse, and inclusive team culture.
- \* Ensure project management, governance, compliance, quality control, financial, health and safety, and risk management requirements are met.
- \* Effectively use business and technology systems to support evidence-based decision-making and program performance.
- \* Build and maintain professional connections and partnerships across 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 Program Coordinator is a leadership role, working alongside the Program Manager to manage, oversee and coordinate complex projects across staff and contractors.

<b>Deliver Results</b>	<p>Develop, manage, and oversee projects, ensuring alignment with program outcomes and strategic priorities.</p> <p>Establish project plans, budgets, stakeholder engagement plans, risk assessments, and resource requirements.</p> <p>Identify measures of success, key milestones, consultation, and compliance requirements in accordance with NRM South policies and funding agreements.</p> <p>Ensure timely submission of relevant permit applications, procurement, and contract processes.</p> <p>Fulfil monitoring and evaluation obligations, using reporting systems to track and assess project performance.</p> <p>Work collaboratively within project teams, supervising contractors as required.</p> <p>(Program Coordinator) Lead strategic alignment of multiple projects, oversee complex projects across teams, and contribute to whole-of-organisation improvements.</p>
<b>Influence &amp; Collaborate</b>	<p>Contribute to a high-performing, collaborative team culture that supports NRM South’s goals.</p> <p>Actively mentor and support team members, assisting with training, development, and performance monitoring.</p> <p>Promote a culture of integrity, professionalism, and ethical governance, addressing concerns or breaches of conduct as needed.</p> <p>(Program Coordinator) Provide leadership in project coordination, supporting cross-program integration and ensuring alignment with strategic objectives.</p>



<b>Stakeholders &amp; Communication</b>	<p>Develop and maintain productive relationships with stakeholders across community, government, and industry sectors.</p> <p>Represent NRM South in professional settings, including working groups, consultations, and public forums.</p> <p>Liaise with technical experts and community stakeholders to inform evidence-based project planning and decision-making.</p> <p>Identify risks and opportunities in the external stakeholder environment and contribute to conflict resolution where needed.</p> <p>(Program Coordinator) Drive stakeholder engagement at a strategic level, identifying funding opportunities and fostering high-level collaborations.</p>
<b>Health &amp; Safety</b>	<p>Ensure compliance with workplace health and safety (WHS) requirements in all project activities.</p> <p>Prepare WHS documentation for field-based activities and oversee risk management strategies.</p> <p>Identify opportunities for continuous improvement in safety practices and ensure adherence to NRM South policies.</p> <p>(Program Coordinator) Provide leadership in WHS management, ensuring safety standards are upheld across multiple teams and projects.</p>
<b>Other duties</b>	<p>Fulfil other duties and reasonable directions as specified by the Program Manager and CEO, within 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 freshwater ecology, hydrology, natural resource management, environmental management, or a related field.
- \* Strong working knowledge of natural resource management methodologies, practices, and issues, as well as program and project design and management.
- \* Capability to provide specialist technical advice on significant and/or complex projects and activities, ensuring consistency with project goals and compliance requirements.
- \* Knowledge of project agreement and funding processes and fulfilment.
- \* Understanding of compliance, legal, quality assurance, adaptive management, budget tracking, reporting, procurement, and project/program management.
- \* Knowledge of not-for-profit organisations (desirable).
- \* Familiarity with GIS software (desirable).
- \* (Program Coordinator level) Demonstrated and practical knowledge of frameworks and stakeholders which guide priorities relevant to water and natural resource management.



### Experience – What you have done

- \* Experience in project management, including contract development, milestone tracking, budget management, WHS, monitoring and evaluation, reporting, and adaptive management processes.
- \* Demonstrated ability to manage, coordinate, and deliver multiple or complex projects and activities simultaneously, including overseeing remote sub-contractors and balancing diverse stakeholder interests.
- \* Expertise in analysing complex problems, identifying key issues, and developing strategic solutions.
- \* Strong experience in stakeholder and community engagement, particularly in technical, scientific, and project contexts.
- \* Experience leading staff and contractors in risk and safety performance.
- \* (Program Coordinator level) Extensive experience in leading multidisciplinary project teams, securing funding, and overseeing complex, multi-stakeholder programs.

### Behaviour – What you can do

- \* Strong project management and organisational skills, with the ability to build partnerships and drive complex initiatives.
- \* Ability to provide expert advice on projects, funding, policy, and legislative requirements.
- \* High-level written communication skills, with experience preparing clear, evidence-based reports.
- \* Strong interpersonal and negotiation skills to influence, resolve conflicts, and engage diverse stakeholders.
- \* Strategic thinker with the ability to set and manage program priorities.
- \* Ability to work independently and in teams, meeting high standards for quality, timeliness, and outcomes.
- \* (Program Coordinator level) Leadership in program planning, cross-sector collaboration, and organisational strategy alignment.

### Personal Qualities – Who you are

- \* Passionate about Tasmania's natural resources and their sustainable management.
- \* Highly organised, accountable, and rigorous in approach to work.
- \* A strategic and resourceful thinker.
- \* Professional and relationship-focused, with a commitment to collaboration and engagement.
- \* Demonstrates integrity, reliability, confidentiality, and high ethical standards.
- \* (Program Coordinator level) Proactive and visionary in identifying opportunities for innovation and program growth.

### Other Position Requirements

- \* Australian citizen or resident.
- \* Current Car (C class) Driver Licence to enable state-wide travel from time to time as appropriate.