



**14 July 2021**

Dear Applicant

Application Kit – Project Assistant - Georgetown

Thank you for your interest in applying for the Project Assistant position at Northern Gulf Resource Management. This is a Part Time (Fixed Term until June 2022) position based in Georgetown.

**To be considered for this position, applications must be submitted online at [www.mynortherngulf.org/employment](http://www.mynortherngulf.org/employment)**

**Then online application process includes the submission of the following:**

1. Online application form
2. Cover Letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum 2 pages). The selection criteria are listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

**The closing date for applications is Monday 9 August 2021 and your application must be submitted by 9am (AEST)**

Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact Denise Hinks on 4092 1088 or [denise.hinks@northerngulf.com.au](mailto:denise.hinks@northerngulf.com.au) or for more information on the position, please contact Niilo Gobius on 4092 1088 or [niilo.gobius@northerngulf.com.au](mailto:niilo.gobius@northerngulf.com.au).

All applications will be treated with the utmost confidentiality.

Kind Regards

Zoe Williams  
Chief Executive Officer

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<b>Position:</b>	Project Assistant - Georgetown
<b>Reports to:</b>	Rangelands Project Officer
<b>Location:</b>	Georgetown, Queensland
<b>Classification:</b>	Level 2.1
<b>Employment terms:</b>	0.8 Full Time Equivalent (60 hours per fortnight), fixed term to June 2022 Flexible working arrangements available by negotiation
<b>Salary Range:</b>	The salary range for a level 2.1 classification is \$55,090 - \$59,631 full time equivalent (37.5 hours per week) per annum pro rata or \$28.15 - \$30.48 per hour.
<b>Contact officer:</b>	Niilo Gobius Phone: 0409 105 881 niilo.gobius@northerngulf.com.au

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## About Northern Gulf Natural Resource Management

Northern Gulf Resource Management Group is involved in a broad range of NRM programs such as grazing lands and farming extensions, Traditional knowledge recording, environmental education and biodiversity monitoring and conservation. The Northern Gulf region stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

## About this role

This position is required to work as part of the Northern Gulf Resource Management Group (NGRMG) team. The Project Assistant will work directly with Project Officers to carry out a wide variety of activities associated with natural resource management such as soil sampling and surveying, collecting technical field data on private and public property, administrative tasks, providing workshop assistance and coordinating project logistics as required.

## Duties of Role:

To achieve the outcomes required by this role, you must be able to:

- Complete accurate, timely data entry of field information and measurements as required.
- Ensure that all required equipment and materials are loaded into the vehicle for fieldwork.
- Set up and operate equipment in the field.
- Undertake data entry relating to fauna/flora records and maintenance of survey databases.
- Lodge records in State and Commonwealth databases (WildNet and E-atlas).
- Provide assistance to landholders relating to NGRMG projects.
- Provide administration and field support for natural resource management projects undertaken by NGRMG.
- Provide reception and general administration support for the Georgetown office, including routine office and vehicle inspections.
- Coordinate office and equipment maintenance as required.
- Assist with reporting as required.
- Coordinate field days, workshops and meeting logistics and provide general administrative and technical support for project field days, meetings and workshops, and internal training as requested by the CEO.
- Support the CEO in ensuring that safety inspections and fire drills are carried out, safety inspections, risk assessments and lone working procedures are managed, and employees are aware of their responsibilities.
- Assist with the development of health & safety policies, systems of work and procedures
- Act as Point of Contact for staff undertaking remote field work, and initiate fail-to-contact procedures if required.
- Comply with all NGRMG policies and procedures.
- Attend NGRMG meetings when requested.

## Key attributes

Within the context of the duties described above, the ideal applicant will be someone who has the following attributes:

- Understanding of biodiversity and ecology principles and best practice natural resource management particularly in relation to agricultural and pastoral settings.
- Experience in conducting fauna/flora surveys, soil sampling and other NRM fieldwork.
- High level of computer skills particularly Microsoft office software.
- Good written and verbal communication skills.
- Excellent time management skills to meet deadlines.
- Willingness to be part of a team and support others.
- Ability to work with minimal supervision.
- Physically fit and able to undertake fieldwork in remote locations.
- Must have C class driver's license.
- Commitment to NGRMG workplace health and safety principals.

## Qualifications

No specific qualifications, however Certificates in agriculture, conservation and land management, environmental science / environmental management or related fields would be highly regarded.

## Other requirements

On occasion, NGRMG staff may be required to travel and undertake tasks outside normal work hours. This needs to be approved by the Chief Executive Officer prior to any work being undertaken. NGRMG does not offer paid overtime however a Time off in Lieu Agreement (TOIL) can be entered with the approval of the Chief Executive Officer and prior to being accrued. It is a standard requirement that successful applicants agree to undertake a pre-employment medical and random drug and alcohol testing when required by NGRMG.

## Selection Criteria

<b>Management Accountability</b>
<ul style="list-style-type: none"><li>• Work effectively with diverse stakeholder groups (farmers, graziers, Indigenous landholders, community and industry groups, QPWS, government) and with staff of partner organisations on sustainable agriculture projects.</li><li>• The ability to work within timeframes to ensure a consistent workflow and minimal project downtime to achieve team goals.</li></ul>
<b>Technical Responsibilities</b>
<ul style="list-style-type: none"><li>• Understanding of sustainable agriculture principles and best practice natural resource management particularly in relation to agricultural and pastoral settings.</li><li>• Experience with record keeping and general administrative duties.</li><li>• Computer skills particularly Microsoft Office software.</li></ul>
<b>Partnerships and Communication</b>
<ul style="list-style-type: none"><li>• Effectively communicate to engage and educate the public and promote effective public relations on behalf of projects.</li></ul>
<b>Problem Solving</b>
<ul style="list-style-type: none"><li>• Be able to effectively communicate with others within the workplace and members of the public so that routine problems can be resolved.</li></ul>
<b>Workplace Health and Safety and Personal Conduct</b>
<ul style="list-style-type: none"><li>• Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.</li></ul>
<b>Qualifications and Experience</b>
<ul style="list-style-type: none"><li>• Certificate in agriculture, conservation and land management, environmental science / environmental management or related studies is advantageous but not essential.</li><li>• Current open 'C' class driver's license is essential.</li><li>• Four wheel drive vehicle experience is desirable.</li></ul>

- Working with Children Blue Card (or ability to obtain) is highly desirable.

#### Citizenship

To be appointed you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia permanently.

Approved

Zoe Williams

Zoe Williams

14 July 2021

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**Signature**

**Name**

**Date**

Chief Executive Officer

Northern Gulf Resource Management Group