



## Position description

Position:	Rangelands Project Officer
Employer:	Gulf Savannah NRM
Reports to:	Team Leader Agriculture
Supervises:	May supervise sub-contractors and support staff in relation to project deliverables
Location:	Georgetown, Queensland; other locations by negotiation
Classification:	Level 2.3
Employment terms:	Fulltime, fixed term to 30 June 2024
Salary Range:	The salary range will be \$67,927 to \$73,529 per annum full time (37.50 hr week) or \$34.83 to \$37.71 per hour.
Contact officer:	Niilo Gobius, Team Leader Agriculture ph 0409 105 881

### About this role

The position is required to work as part of the Gulf Savannah NRM (GSNRM) team. The Rangelands Project Officer will manage the effective planning, delivery and monitoring of projects focussed on sustainable grazing and management of the rangelands and deliver natural resource management support for landholders of the Northern Gulf Region consistent with the objectives of the Northern Gulf Natural Resource Management Plan.

### Duties of role

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

- Work within allocated work/project budgets
- Complete required reporting, delivered on time and to a satisfactory standard
- Manage planning, delivery and reporting of sustainable rangelands projects
- Coordinate and manage spatial information and mapping services on farms.
- Work with the Drought Resilience Coordinator, Communications Officer and Community Engagement Officer as necessary and appropriate.
- Assist with the preparation of articles, Facebook posts and photos for GSNRM communications products to update the community about the Northern Gulf matters as they relate to your work program
- Provide weekly reports at the Ag Team meeting to the Team Leader Agriculture, on work completed and key activities underway.
- Assist with the preparation of competitive grant funding or sponsorship applications
- Comply with all GSNRM policies and procedures
- Attend GSNRM meetings when requested, including presenting outcomes of the agriculture work program

### Key attributes

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

- Knowledge of sustainable grazing practices and the application of best practice natural resource management to pastoral settings.
- Experience in industry extension principles and practices, industry engagement and the delivery of capacity building activities for the agricultural and pastoral sectors.
- High level of computer skills particularly in relation to databases, data collection and analysis, and Microsoft office software
- Experience in program management include monitoring milestones, deliverables and budgets.
- Good communication skills. Focus particularly on written communication skills for reporting.
- Excellent time management skills to meet deadlines.
- Willingness to be part of a team and support others.
- Ability to work with very minimal supervision.
- Able to undertake field work in remote locations. Must have a manual C class driver's license.

## Qualifications

A Diploma or Advanced Diploma in Agriculture; or relevant training and experience in agriculture, horticulture or NRM fieldwork.

## Other requirements

This position has been identified as a *public engagement role*. The incumbent will be required to comply with Gulf Savannah NRM's Pandemic Response Plan and infection control requirements as outlined in the WH&S manual.

On occasion, Northern Gulf staff may be required to travel and undertake tasks outside normal work hours. This needs to be approved by the Team Leader Agriculture or Chief Executive Officer prior to any work being undertaken. GSNRM does not usually 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 GSNRM.

## Citizenship

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

## Selection Criteria

### 1 Management Accountability

- Demonstrated ability and willingness to work effectively with diverse stakeholder groups (farmers, graziers, Indigenous landholders, community and industry groups, government) and with staff of partner organisations to develop and implement sustainable rangelands management projects.
- Demonstrated time management skills with an ability to manage multiple projects and meet deadlines.

### 2 Technical Responsibilities

- Experience and/or technical skills/knowledge of sustainable grazing practices, vegetation management, soil management, pest and weed management or ability to rapidly acquire this knowledge.
- Ability to rapidly acquire mapping skills. High degree of computer literacy including proficiency with Microsoft Office suite.
- Experience in industry extension and the development of networks as extension tools would be highly regarded.
- Demonstrated ability in project management including: work plan development and prioritization, monitoring, evaluation and reporting against work plan and project outcomes.

### 3 Partnerships and Communication

- Demonstrated ability to communicate effectively with a range of stakeholders and tailor a message to the audience as required to support improvement of land management practices.
- Demonstrated ability to work across teams with people with different skills and expertise.

### 4 Problem Solving

- Demonstrated ability to work independently and identify and analyse problems, and develop and implement improvements.

### 5 Workplace Health and Safety and Personal Conduct

- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.

### 6 Qualifications and Experience

- A Diploma in Agricultural or related field (or working towards qualification) or extensive relevant industry experience is essential.
- Current open 'C' class drivers license is essential
- Four wheel drive vehicle experience is desirable
- Working with Children Blue Card (or ability to obtain) is highly desirable

Approved

Zoe Williams

18 November 2021

Signature

Name

Date

Chief Executive Officer

Northern Gulf Resource Management Group