
Northern Tasmanian Natural Resource Management Association, Inc.

Trading as NRM North



JOB TITLE	Tamar Estuary and Esk Rivers (TEER) Program Manager
LEVEL	Theme Manager Level 1 to Level 3
DATE	January 2019
REPORTS TO	Operations Manager

ORGANISATIONAL CONTEXT

NRM North is one of three endorsed regional natural resource management groups in Tasmania, and one of 54 in Australia.

NRM North was officially incorporated under the *Tasmanian Natural Resource Management Act* on March 26, 2003. NRM North has statutory functions under the *Act* with respect to integrated natural resource management.

A Management Committee is responsible for controlling and managing the business affairs of NRM North, setting and monitoring the strategic direction of the organisation and ensuring that NRM North as an organisation meets all governance requirements.

The NRM North Management Committee employs a CEO who oversees the implementation of this strategic direction. The Staff are a team of professionals who support the chief executive officer and the organisation and work with the community of Northern Tasmania to support them in the management of the region's natural resources.

NRM North's Tamar Estuary and Esk Rivers (TEER) Program is a regional partnership program between the agencies responsible for the management of the Tamar Estuary and Esk Rivers systems.

POSITION DESCRIPTION

Position purpose

To manage and provide leadership for the Tamar Estuary and Esk Rivers Program including management of the program's governance systems, strategies, partnerships, finances, communications and relationships with stakeholders.

To manage and provide leadership for any strategically significant projects in the marine, estuarine or freshwater fields as delegated by management.

Main tasks

Core objectives include:

- Maintaining, developing and fostering partnerships for the TEER Program with relevant stakeholders including State and Local Government agencies, industry groups, research groups and the community.
- Overseeing the planning, implementation, review and improvement of the TEER Program including data analysis and review of key strategic plans, activities and projects.
- Managing the TEER Program's operational budget including the partnership agreements which support the TEER Program's operations and negotiations with program partners to financially contribute to the Program.
- Managing the TEER *Strategy and Partnerships Committee*, *Scientific and Technical Committee* and working groups including the provision of executive support to the committees and working groups as required.
- Management and oversight of program staff including workplans, performance reviews, and provide assistance with day-to-day planning and direction.

- Maintaining and enhancing professional networks with the Program's stakeholders and the wider community.
- Participation as a member of the NRM North *Extended Leadership Team* and support the Operations Manager;
- Staff leadership and motivation to create an environment of excellence and continuous improvement; and
- Promotion of a culture that encourages individual and team development through high quality leadership, positive mentoring and recognition of individual and team efforts.

The above list is not exhaustive, and the role may change to meet the overall objectives of the organisation.

Other Duties Fulfil other duties as required by management from time to time

Required qualities

- Professional approach.
- Ability to work under pressure.
- Highly motivated self-starter
- Excellent organisational and time management skills.
- Excellent attention to detail.
- Excellent communication skills (verbal and written)
- Effective relationship builder and relationship manager
- Sensitive to political and community issues

Desired competencies

- Strategic, analytical, and tactical thinking
- Initiative and innovation
- Flexibility
- Business awareness
- Tenacity
- Positive approach to change

PERSON SPECIFICATION

Qualifications Qualifications include:

- Tertiary qualification in agriculture or environmental science and/or equivalent experience in agriculture, environmental management, aquatic science or a related field;
- Current drivers licence;
- Ability to travel throughout the region, state or interstate as required;

To be appointed to this position the successful applicant must be an Australian citizen, have permanent residency status, or a visa permitting them to work in Australia permanently.

Experience & Knowledge The successful applicant will have an excellent knowledge of Tasmania's natural resource management legislation and policies or proven ability to quickly acquire the level of knowledge required They will have demonstrated experience in natural resource management principles and practices. They will be an experienced, highly motivated self-starter with strong analytical skills. They will enjoy working strategically, completing multiple tasks within very tight time-frames, and thrive on developing solutions for a complex environment. They will have exceptional skills in managing a team in the pursuit of common goals; and be sensitive to political and community issues.

Key Selection Criteria

Essential skills & competencies

1. Knowledge of Tasmania's natural resource management legislation and policies or proven ability to quickly acquire the level of knowledge required;
2. Sound understanding of the science and management drivers underpinning water quality and ecological improvement programs for the Tamar River

- estuary and its freshwater systems or a proven ability to quickly acquire the level of knowledge required to influence and inform policy and decision-makers;
3. Demonstrated effectiveness in delivering outcomes and successfully meeting performance targets and contributing effectively as a member of a management team to enhance organisational performance.
 4. Proven ability to build robust partnerships, relationships, liaise, consult, negotiate and network with industry groups, community stakeholders, all tiers of government and interest groups on relevant issues.
 5. Demonstrated high level interpersonal and communication skills (written and verbal) and an ability to lead strategic communications planning and implementation with stakeholders and partners in a complex and politically challenging environment;
 6. Experience in managing and monitoring the effectiveness of governance systems and processes;
 7. Demonstrated project and staff management skills, particularly the capacity to set priorities, manage risk, meet deadlines and achieve defined objectives and outcomes within a team environment.
 8. High level organisational and time management skills and the ability to work strategically completing multiple tasks within tight timeframes.
 9. High attention to detail and the ability to critically analyse data and ensure that scientific rigour is applied to the design, implementation and objective analysis and reporting of results for TEER projects and activities.
 10. Highly computer literate including the capacity to use software for data management and analysis and present complex information to a range of audiences.
 11. Working knowledge of, and a demonstrated commitment to, human resource management issues with a focus on workplace health and safety, employment equity and anti-discrimination practices and principles.

Personal attributes

- Professional approach and demeanour
- Confident manner
- Focus on excellence
- Positive approach to change

Other

- Capacity to analyse complex data and develop conclusions and compelling recommendations
- Competent in the use of Microsoft Word, Excel, PowerPoint and SharePoint or similar, or the capacity to quickly gain these skills.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the ongoing development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU:

SIGNED BY MANAGEMENT:

Employee: _____

Manager: _____

Date: _____

Date: _____