

---

# Northern Tasmanian Natural Resource Management Association, Inc.

Trading as NRM North



---

<b>JOB TITLE</b>	Catchment Coordinator
<b>LEVEL</b>	Project Coordinator Level 1 to Level 6
<b>DATE</b>	October 2018
<b>REPORTS TO</b>	Strategic Programs Manager

## ORGANISATIONAL CONTEXT

NRM North is one of three endorsed regional natural resource management groups in Tasmania, and one of 56 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.

## POSITION DESCRIPTION

**Position purpose** The objective of this position is to coordinate and implement NRM North's catchment management initiatives and projects in conjunction with landholders, industry groups, councils and other stakeholders.

A key focus of the role will be in the implementation of the *River Health Action Plan – catchment works*, and may also include support for the *Tamar Estuary and Esk Rivers Program*, the *Regional Land Partnerships Program*, and other NRM North initiatives.

**Main tasks**

Core objectives include:

- Manage projects including project planning, delivery, foster partnerships, oversee budgets, and project monitoring and reporting, with a focus on the implementation of the *River Health Action Plan* and provide support for other initiatives such as the *Tamar Estuary and Esk Rivers Program*, or *Regional Land Partnerships Program*;
- Support implementation of NRM North's MERI services which includes ongoing monitoring, data gathering, analysis, evaluation, reporting, and implementing improvements;
- Negotiate with landholders, community groups, and councils to develop funding proposals, site plans, agreements, budgets, and work schedules;
- Oversee and provide feedback on agreements, and provide logistical and technical support to landholders implementing catchment works;

- Engage and inform farmers, community groups, councils, and agricultural industry members within the northern Tasmanian region about best practice catchment management practices and principles;
- Prepare and implement a communications strategy including but not limited to presentations at workshops, preparation of communication materials, social media postings and website content, and one-on-one discussions;
- Support an environment of excellence and continuous improvement and promote a culture that encourages positive teamwork; and
- Support a workplace that fosters a safe work environment, including risk assessment, incident reporting, workplace health and safety and wellbeing.

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 negotiation, facilitation, and 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.
- Agility.
- Innovation.
- Facilitation skills.
- Tenacity.
- Positive approach to change.

## **PERSON SPECIFICATION**

#### **Qualifications**

Qualifications include:

- Tertiary qualifications in natural resource management, environmental science, or agricultural science, and/or equivalent experience in related disciplines.
- Current Driver's 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 must have:

- good interpersonal communication and negotiation skills including the ability to communicate clearly and effectively within the organisation, with landholders, and with a wide range of people within external organisations and the general public;
- an ability to conduct field-based monitoring and data gathering tasks;
- an excellent knowledge of and demonstrated experience in applying natural resource management principles and practices, particularly in the agricultural landscape; and,
- an ability to work effectively in a small, multi-disciplinary team that responds to various demands and manages multiple activities simultaneously.

---

## Key Selection Criteria

### Essential skills & competencies

1. Knowledge of the agricultural sector with a demonstrated understanding of natural resource management and land management practices that impact water quality and aquatic health.
2. High level project management and organisational skills including a demonstrated ability to meet deadlines, establish work priorities, and achieve quality outcomes.
3. High level facilitation and negotiation skills, and an ability to build and sustain effective relationships and partnerships.
4. High level written and oral communication skills including the ability to communicate complex concepts to a wide range of audiences and use contemporary communication tools such as social media.
5. Demonstrated ability to work autonomously and as an effective team member.
6. Sound understanding and demonstrated application of monitoring, evaluation and reporting principles and practices.
7. Well-developed information technology skills particularly in Microsoft Office suite of programs, internet, and email.
8. Working knowledge of, and a demonstrated commitment to, workplace health and safety, employment equity, and anti-discrimination practices and principles.

### Desired skills and competencies

1. Knowledge and experience in the use of information management systems such as GIS or mapping software, enquire, MERIT and SharePoint; and
2. Knowledge of Tasmanian legislative and regulatory requirements for waterway management, or the ability to quickly gain this knowledge

### Personal attributes

- Confident and professional approach and demeanour
- Focus on continuous improvement
- Focus on excellence
- Positive approach to change
- Effective team participant

### Other

- Capacity to analyse complex data and develop conclusions and compelling recommendations

*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:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

### SIGNED BY MANAGEMENT:

Manager: \_\_\_\_\_

Date: \_\_\_\_\_