

14 March 2019

Dear Applicant

Application Kit – Woodlands Program Leader

Thank you for your interest in applying for the Woodlands Program Leader position with Terrain Natural Resource Management (Terrain).

The position can be based from our Innisfail or Ingham offices and is fixed term full time until 31 January 2020. You will receive the following working benefits whilst enjoying the lifestyle that comes with living and working in Far North Queensland:

- 9.5% Superannuation.
- Flexible working conditions.
- 5 weeks annual leave (pro rata) with 17.5% leave loading.

To be considered for this position applications must be submitted online at www.terrain.org.au/employment. The online application process includes the submission of the following:

1. Online application form
2. A cover letter that addresses the selection criteria from the position description (maximum 3 pages)
3. Resume (maximum 3 pages)

The closing date for applications is **Monday 25 March 2019** and your application must be submitted by 4:00 PM (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 Kelly O’Kane on 0428 278 265. It is anticipated that interviews will be conducted on or after Monday 1 April 2019.

For further information on this position, please direct enquiries to Terrain’s Community Partnerships Manager, Bart Dryden on 0400 705 830, or bart.dryden@terrain.org.au. All applications will be treated with the utmost confidentiality.

Yours sincerely



Carole Sweatman
CHIEF EXECUTIVE OFFICER

Terrain Structure

The foundation of the Terrain structure is to effectively deliver against Terrain’s Strategic Plan and to facilitate the delivery of the Wet Tropics Plan for People and Country (Regional Natural Resource Management Plan). Terrain NRM is a member of the NQ NRM Alliance with Cape York NRM and Northern Gulf NRM. The Alliance aims to deliver more effective NRM services through sharing resources, delivering of cross regional projects and through the establishment of Corporate Nature, our shared Corporate Services organisation.

The structure comprises a mix of:

- Community partnership and program staff working directly with community and partners on specific projects in the region, delivering major programs and projects
- NRM Knowledge and Strategy staff who provide a technical and leadership role across the whole region and with all staff.
- Corporate Nature staff providing corporate services, finance, human resources, project and administrative support across the whole of the organisation.

Terrain has office locations across the Wet Tropics and uses cloud computing so staff are located across the region.

Position	Woodland Projects Leader
Broad Description	The Woodland projects leader provides operational leadership and coordination for the efficient and effective delivery of Terrain’s Regional Land Partnerships - Biodiversity Brightspots woodland project and associated woodland initiatives. Responsibility for region wide projects and high level relationships across the region and with other regions may also be required.
How the role works	This role is part of the community partnerships team and takes direction from the Operations Manager - Community Partnerships, but may also be required to work in project based or policy response teams on an as-needs basis, which cut across existing Terrain team structures and with other regions as required.
Key Relationships	<ul style="list-style-type: none"> • This role builds and maintains positive working relationships with the broadest range of community groups, traditional owners, organisations, agencies and industry groups. • It builds and maintains high-level sub- regional and cross regional relationships on behalf of the team and organisation. • It provides a critical link to ensure integration of data and knowledge from community and partners on NRM delivery.
Expected Outcomes	This position is expected to build the strength and autonomy of the broadest range of community groups, traditional owners, organisations, agencies, government and industry groups. The position is expected to facilitate the achievement of the region’s NRM priorities and ensure the monitoring and evaluation of NRM outcomes

Position:	Woodland Programs Leader
Reports to	Operations Manager – Community Partnerships
Supervises	Project staff as required; delivery contractors as required
Location	This role must be filled from either Innisfail or Ingham
Classification	Band 3 Level 2
Employment terms	Fixed Term Full Time (22 April 2019 – 31 January 2020)
Salary Range	Salary range from 1 July 2018 is from \$86,087 – \$93,182 per annum full time (36.25 hr week) or \$45.51 to \$49.26 per hour. <i>Please refer to the Terrain Single Enterprise Agreement</i>

Position Purpose

The Woodland Programs Leader position provides operational leadership and coordination for the efficient and effective delivery of Terrain’s Woodland programs including Regional Land Partnerships investment in Wet Tropics Woodland habitats. This role will also work with other NRM regions to ensure effective cross regional delivery of Woodland programs. This role provides support to enable local, sub-regional and regional delivery of on-ground NRM priorities with the broadest possible range of community groups, organisations, traditional owners, agencies and landholders across the region. The position will work collaboratively as part of the Community Partnerships Team to ensure that all community partnership functions of the organisation are delivered, utilising team member’s strengths and skills.

As part of the Terrain team, the position contributes to all outcomes of the *Terrain 2015-2020 Strategic Plan*, but specifically delivers:

- Facilitate initiatives/projects that directly deliver on the priorities of the NRM Plan.
- Activities and support that builds the strength and autonomy of a wide range of partners and organisations at the local and sub-regional level to deliver on NRM priorities, by garnering, directing and disseminating knowledge and resources.
- Appropriate support to enable diverse and strong local capacity to deliver on-ground priorities.
- High-level partnerships across the region on behalf of Terrain.

Key Accountabilities

Management and Accountability

- Identify and support the development of NRM initiatives at the local, sub-regional, regional and cross regional levels, particularly those that build on and enhance partnerships, result in improved community strength and autonomy, leverage additional cash and in-kind resources and grow investment in priority NRM in the area.
- Efficiently and effectively manage all aspects of delegated small to medium-scale projects and sub contracts, including project planning, budgeting, ensuring smooth delivery, communication, monitoring and evaluation, activity tracking, performance reporting and addressing any obstacles that emerge with regard to project or contract delivery.

- Represent Terrain in negotiations, committees, advisory processes and working groups according to delegation, providing high-quality advice, and influencing the direction of NRM investment and action.
- Lead and/or support strategic NRM planning processes with relation to community engagement, including facilitating community input into the Regional NRM Planning process and supporting the planning processes of local/sub-regional partners as appropriate, including local councils and community groups.
- Lead and/or participate constructively in the coordinated response to external policy, strategies, planning instruments and plans that have an influence over, or impact on, NRM in the Wet Tropics, as requested by the Community Engagement Leader.
- Manage staff involved with the delivery of projects, according to delegation and team workplans.
- Provide high-level, strategic input into the development of relevant Terrain workplans, and take the lead in the quality delivery of significant aspects of these plans according to delegation.

Technical Responsibilities

- Provide general, high quality technical NRM advice and leadership to community partners within the local and sub-regional area, building a broad understanding of what NRM is, where and how it fits within the bigger picture at the local level, as well as within the strategic vision for the region, as reflected in the Regional NRM Plan.
- Provide advice and support across the Team in specific areas of technical expertise, according to areas of specialisation and workplan delegation.
- Lead organisation-wide delivery of specific technical areas (e.g. Fire Management, Biodiversity Offsets and Habitat Restoration), according to workplan delegation.
- Lead and/or participate constructively in Terrain-wide short-term, defined-purpose teams (e.g. for project proposal development), providing technical input according to area of specialisation.
- Identify the need for, and source, additional technical expertise within and beyond Terrain as required, to assist community partners and ensure that all relevant programs and initiatives are technically sound and drawing on up-to-date policy, science and best practice approaches.

Partnerships and Communication

- Build and maintain strategic, influential and mutually-beneficial partnerships at the local, sub-regional, regional and cross regional levels with key stakeholder groups, including traditional owners, local council, governmental agencies, catchment and Landcare groups, landholders, industry bodies, commercial entities and other key NRM stakeholders.
- Build an understanding of, and take the lead in addressing, conflicts with and between community partners, applying strong negotiation and conflict resolution skills to ensure positive and long-lasting partnership outcomes.

Problem Solving

- Take a lead in working with community partners and staff to find realistic, practical and where possible creative solutions to existing and emerging issues, barriers, challenges and problems within the local and sub-regional area.

Organisation-wide responsibilities

- Participate as required in multidisciplinary working group arrangements;
- Contribute to, utilise and improve Terrain's knowledge and information systems including monitoring, evaluation, reporting and other communication processes;
- Participate in performance review processes;
- Perform all duties in accordance with Terrain's Policy and Procedures and code of conduct; and
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

Additional Factors

- 'C' class drivers' licence is required.
- The position may be required to work flexible hours, which may include out of ordinary working hours and weekends.
- Qld and inter-state travel on short notice involving overnight stays may be required.

Selection Criteria

Management Accountability
<ul style="list-style-type: none"> ▪ Experience in the effective management of local area projects including budgeting, reporting and monitoring contributions towards NRM planning in the local and sub-regional area. ▪ Experience in providing support and advice to community organisations working on NRM. ▪ Experience in managing other staff and/or resources.
Technical Responsibilities
<ul style="list-style-type: none"> ▪ Demonstrated experience working in natural resource management or a closely related field, with sound knowledge of, and experience in addressing priority issues in the Wet Tropics region, as well as an understanding of regional arrangements for natural resource management. ▪ Ability to provide general, quality technical NRM advice and leadership to community partners within the local area.
Partnership and Communication
<ul style="list-style-type: none"> ▪ Excellent interpersonal skills in leading, motivating and mentoring people within and beyond the organization, and building productive partnerships in the delivery of programs or projects. ▪ High level facilitation, negotiation and partnership building skills across a wide range of sectors including industry, local government, community groups, Traditional Owners, research organisations and the private sector. ▪ Demonstrated high quality writing skills across a range of communication products.
Problem solving
<ul style="list-style-type: none"> ▪ Demonstrated ability to work independently, work with partners and staff and oversee the development of frameworks for problem solving in the area of community engagement. ▪ Ability to recognise/identify potential conflicts, develop strategies to avoid or minimise conflicts and facilitate solutions and conflict resolution processes.
Workplace Health and Safety
<ul style="list-style-type: none"> ▪ Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.
Qualifications and experience
<ul style="list-style-type: none"> ▪ Relevant degree or equivalent qualification and considerable relevant experience. ▪ Considerable and demonstrated knowledge and experience in the planning, delivery, monitoring and evaluation of natural resource management strategies and plans. ▪ Considerable and demonstrated project management skills and experience, including the ability to develop and work within budgets, meet deadlines, motivate staff; and maximise results from limited resources.



Carole Sweatman, CEO

21 August 2018

CEO Approval Signature

Name

Date