

2 April 2019

Dear Applicant

Application Kit - Operations Manager

Cape York NRM and Terrain NRM are community based not for profit organisations based in Far north Qld. We work collaboratively and have a focus of working with the community and industries in our regions to promote sustainable land management for productive and viable communities and industries that protect environmental values. Within this spirit we are currently undertaking a joint recruitment process for two leadership opportunities:

- **Operations Manager – Terrain NRM**
- Principal Program Manager – Sustainable Industries and Water Quality – Cape York NRM

Terrain's Operations Manager position can be based at our Cairns, Innisfail or Atherton offices and is permanent full time, attached is a copy of the position description for your information.

In addition to the lifestyle benefits that come with living and working in Far North Queensland, Terrain offers:

- A professional culture and team environment
- 5 weeks annual leave (pro rata) with 17.5% leave loading
- Flexible working conditions.

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. Cover letter addressing the positions selection criteria (maximum three pages)
3. Resume (maximum three pages)
4. One optional, additional submission of your choice that demonstrates your interest in the role.

If you are interested in both positions applicants can lodge **one single application** via the online application form on either the Terrain or Cape York websites.

The closing date for applications is Tuesday 23 April 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.

For further information on this position, please direct enquiries to Carole Sweatman on 0439 743 163, or carole.sweatman@terrain.org.au. All applications will be treated with the utmost confidentiality.

Yours sincerely



Carole Sweatman
CHIEF EXECUTIVE OFFICER

Terrain Structure

The foundation of Terrain’s structure is to effectively deliver against Terrain Strategic Plan and to facilitate the delivery of the Wet Tropics Regional Natural Resource Management Plan.

The structure comprises a mix of:

- Operational and Project delivery staff working directly with community and partners in a specific location or sector.
- NRM Knowledge and Strategy staff who provide technical support and services across the whole region and with all staff.
- Corporate Services staff who are provided through a shared delivery model with neighbouring NRM organisations, which is formalised through a separate entity called Corporate Nature. These staff provide finance, human resources, project and administrative support across the whole of the organisation.

Terrain has office locations across the Wet Tropics including Cairns, Atherton, Innisfail, Tully and Ingham.

Position	Operations Manager
Broad Description	This role has primary authority and responsibility for the overall management and delivery of a range of the organisation’s large delivery contracts, development of programs to achieve NRM outcomes, monitoring, evaluation and reporting and staff supervision.
How the role works	This role is part of the Executive Management Team, but may also be required to work across existing team structures by providing leadership and guidance to staff and strategic input into Terrain’s future directions and NRM investment priorities.
Key Relationships	This role will build and maintain meaningful and productive project-delivery partnerships/co-management arrangements within the Wet Tropics community and beyond where applicable.
Expected Outcomes	Terrain is an active facilitator seeking to better integrate programs to achieve more effective outcomes. The Operations Manager will play an important role in facilitating better program linkages and leverage and ensuring high quality program and project delivery.

Position:	Operations Manager
Reports to	CEO
Supervises	Operations Team
Location	Cairns, Innisfail or Atherton
Classification	Level 4.1
Employment terms	Permanent Full time
Salary Range	From 1 July 2019 to 30 June 2020 the salary range will be \$104,939 to \$113,589 full time equivalent or \$55.48 to \$60.05 per hour. Please refer to the Terrain Single Enterprise Agreement for annual changes

Position Purpose

As part of the Executive Team, the Operations Manager contributes to all outcomes of the *Terrain 2015 – 2020 Strategic Plan*. The Executive Team works together to negotiate and allocate responsibilities and authority in line with the Terrain Operational Plan, corporate initiatives, opportunities, and demands. However, in general, the Operations Manager has primary authority and responsibility for the overall management and delivery of a range of the organisation’s large delivery contracts, development of programs to achieve NRM outcomes, monitoring, evaluation, reporting and staff supervision.

Terrain has a principle of collaborative project delivery through regional partnerships. The position is also responsible for building and maintaining meaningful and productive project-delivery partnerships/co-management arrangements within the Wet Tropics community and beyond. Terrain is also an active facilitator, seeking to better integrate programs across partner organisations, to deliver more effective outcomes. The Operations Manager will play an important role in facilitating better program linkages and leverage, consistent with achieving the objectives of the Wet Tropics Plan for People and Country (the Regional NRM Plan).

Key Accountabilities

Management Accountability

- Overseeing the effective and efficient delivery of key NRM projects and investment programs including planning and development, high-level leadership and management, monitoring, performance reporting and evaluation of impact.
- Providing effective leadership and management of staff including guidance to staff to ensure the mission, ethical values and core guiding principles of Terrain are in place.
- Development and negotiation of investment proposals, deliverables, milestones and schedules for government and other NRM funding programs.
- Supporting development and implementation of effective monitoring, evaluation and review systems that inform NRM planning and delivery processes, and meet the needs of internal, regional and other stakeholders.
- Providing strategic input into Terrain’s future directions and NRM investment priorities
- Actively participating in the Executive Team to provide effective input and support for management of Terrain’s business and the development and implementation of the corporate strategy, organisational policies and processes.

- Providing input and support for the development and improvement of institutional arrangements for decision making and program delivery internal to Terrain to ensure high levels of performance.

Technical Responsibilities

- Providing high level project management functions including overseeing large contracts, budgets and project plans.
- Ensuring that the wide range of technical expertise required for project delivery is sourced (either internally or externally) to ensure high quality delivery and investment outcomes, including negotiating science partnerships to enhance project delivery.
- As a member of the Executive Team, identifying and developing opportunities for collaborative projects and funding opportunities to more effectively implement the Wet Tropics Plan for People and Country.
- Providing technical leadership, direction and support to the organisation ensuring that community engagement and collaborative partnerships are based on sound and transparent principles in a whole of landscape context and that planning processes and decision making are informed by best available science.

Partnerships and Communication

- Providing leadership in effective regional project/program delivery partnerships including facilitating collaborative project delivery and institutional arrangements. Key relationships include but are not limited to industry bodies and other partners collaborating in the delivery of large projects in the Wet Tropics region.
- Building and maintaining relationships with key stakeholders to achieve regional coordination and integration of natural resource management activities consistent with Regional NRM Plan. These relationships include but are not limited to community, industry, government, research and development, the science sector and other regional bodies.
- Leadership at a high level in relevant forums and working groups.

Problem Solving

- Providing professional advice and guidance to the CEO and Board and stakeholders on the systems, policies, programs, implementation strategies and projects achieving regional NRM goals and objectives.

Organisation wide responsibilities

- Participating as required in multidisciplinary working group arrangements;
- Contributing to, utilise and improve Terrain's knowledge and information systems including monitoring, evaluation, reporting and other communication processes;
- Participating in performance review processes;
- Performing all duties in accordance with Terrain's Policies and Procedures and code of conduct; and
- Actively promoting and fostering 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	
1	Proven ability to provide leadership in a complex and changing not-for-profit environment.
2	Highly developed and practiced leadership and management skills used to establish, deliver and monitor outcomes, goals and objectives, manage employees, budgets and work programs within a collaborative model.
3	Demonstrated ability to generate innovative approaches to more effectively design and deliver projects, deploy resources, meet changing circumstances and improve services.
Technical Responsibilities	
4	Demonstrated understanding of contemporary NRM issues, together with an understanding of Australia's system of regional NRM, and relevant legislative frameworks and government policy priorities.
5	Proven ability and commitment to providing strong leadership in driving and supporting a collaborative approach to project design and delivery.
Partnership and Communication	
6	Demonstrated ability and willingness to work effectively with diverse stakeholder groups (farmers, graziers, Indigenous landholders, and community and industry groups, government) and with staff of partner organisations to develop and implement sustainable natural resource management projects.
7	Highly developed interpersonal skills to influence and motivate others to achieve objectives, and to resolve complex conflict situations.
8	High level communication and negotiation skills, with the ability to present complex information verbally and in writing, to achieve agreement on ideas and concepts.
Problem solving	
9	Extensive experience in resolving problems which require a high level of analytic reasoning and integration of wide-ranging and complex information.
10	Demonstrated ability to work at a high level of independence in determining direction, approaches to issues and determinative decisions under delegated authority
Workplace Health and Safety	
11	Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, ethical conduct and the Anti-Discrimination Act.
Qualifications	
12	Relevant degree or equivalent and significant management experience.



Carole Sweatman, CEO

2 April 2019

CEO Approval

Signature

Name

Date