

## Position Context and Capability Statement

### About Terrain

Terrain NRM is an independent, not for profit and community-based environmental management organisation. We think innovatively and act collaboratively to protect and restore the water, soil, biodiversity, and landscapes of the Wet Tropics region from the Daintree in the north, down to Ingham in the south and across the Atherton Tablelands.

We work with our partners and local communities to:

- Identify and communicate the **most pressing natural resource challenges** facing our region.
- Lead the development of **pro-active and inclusive solutions**.
- Source, interpret and **provide trusted advice** to policy and funding decision-makers.
- **Secure funding and finance** to pilot and rapidly scale-up transformative solutions for our environment, community, and economy.
- Provide independence, balance, and science-based objectivity.

#### **Our external vision:**

A thriving and sustainable Wet Tropics.

#### **Our vision for ourselves:**

To be a world leader in community-based tropical natural resource management.

#### **Our mission:**

Empowering communities to solve our region's environmental challenges, together.

#### **Our values:**

- **Collaboration:** We achieve long lasting change by partnering with others and building strong relationships.
- **Integrity:** We are honest, transparent, and fair.
- **Innovation:** We build upon lessons learnt, embrace diverse thinking and search for new ideas and solutions.
- **Courage:** We are bold, transformative, and ambitious with a long-term vision for our region.
- **Responsive:** We treat individuals and communities with respect, value diverse knowledge systems and act in culturally informed ways.

#### **How we work – The Terrain Way**

- We are strategic.
- We harness our collective intelligence.
- We build trust and confidence.

- We empower our communities and partners.
- We actively seek new ideas and innovations.
- We establish and develop strategic partnerships.
- We amplify our impact.

**Strategic plan guiding principles:**

To deliver multiple outcomes in each of our NRM focus areas that simultaneously contribute to a vibrant economy, healthy ecosystems, and empowered communities.

## POSITION DESCRIPTION

<b>Position:</b>	<b>Biodiversity, Climate &amp; Soil Health Leader</b>
<b>Reports to</b>	Chief Executive Officer
<b>Role Summary</b>	As a member of the Executive Leadership Team this role supports the CEO to lead and manage the organisation and is responsible for the strategic direction, stewardship and the successful financial performance, operation and continuous improvement of the Biodiversity, Climate and Soil Health Strategy Unit.
<b>Supervises</b>	Project Portfolio Managers; Project Managers; Project Leaders; Other Staff depending on team arrangements.
<b>Location</b>	Based from any Terrain NRM office.
<b>Classification</b>	Band 4, level 2
<b>Employment terms</b>	Permanent Full Time. Part-time or job share arrangements would be considered for successful candidate/s.
<b>Salary Range</b>	The 2023-24 salary range will be \$135,619 - \$146,693 full time equivalent. (Please refer to the Terrain Single Enterprise Agreement)

## POSITION PURPOSE

The key components of the role include:

- Being a pro-active member of the Executive Leadership Team (ELT) that is committed to continuous improvement. The ELT provides strategic and operational oversight to Terrain NRM's people, its operations and successfully implementing Terrain's strategic plan.
- Having primary leadership of specific strategic focus area/s from the strategic plan, and developing relevant strategic relationships and partnerships to support the implementation of their strategy area/s.
- Securing investment for programs and projects to progress the implementation of the strategic plan.
- Responsible for the well-being, support and development of staff within their teams and projects.

Acting as the program / project director to ensure the successful delivery of programs and projects within their portfolio and being the key relationship manager developing and growing successful win-win relationships with the program/project investors.

## KEY ACCOUNTABILITIES

### Authority & Accountability (Organisation-Wide)

- **Positive culture:** Actively promote and foster a positive and safe culture whereby all leaders, managers and employees contribute to taking personal responsibility to create a safe working environment, where our people are protected from physical and psychological harm.
- **Environmental footprint:** Actively promote and support the reduction of Terrain’s environmental and carbon footprint. Terrain is committed to ensuring activities are undertaken in an environmentally sustainable manner in line with relevant legislation and polices as a minimum and is striving for best practice through adopting continuous improvement.
- **Strategic Plan:** Develop and implement Terrain’s Strategic Plan by providing strategic input into Terrain's future direction and investment priorities.
- **Investment:** Identify and secure investment that is strategic and will deliver on Terrain’s Strategic Plan and the Wet Tropics Plan for People and Country, through supervising/preparing proposals and submissions, and directly negotiating investment partner opportunities within the delegation of the role.
- **Organisational performance:** Oversee, monitor and continuously improve the performance of the organisation, including:
  - Contributing to the development of annual corporate budgeting and workforce planning
  - Leading and/or supporting strategically important corporate improvement initiatives and policy development;
  - Developing and reviewing organisation-wide policies and procedures;
  - Contributing to, utilising and improving Terrain's knowledge and information systems including monitoring, evaluation, review and reporting processes;
  - Ensuring infrastructure and facilities enable efficient and high levels of staff performance;
  - Leading organisational initiatives that require intervention and significant changes to bring back on-track, where required; and,
  - Participating in organisational performance reviews (external and internal).
- **Investor relationships:** Manage and be responsible for the organisation’s overall relationship with one or more investors and associated projects that require resources across the organisation, including growing and maintaining positive investor relationships, agreeing and monitoring KPI’s, high-level oversight of budgets and quality assurance of reporting.
- **Corporate responsibilities:** Manage and monitor specific corporate portfolios e.g. WHS, Environment, HR, Indigenous Participation, Corporate Nature contract, NQ NRM Alliance coordination etc as nominated and agreed with the CEO.
- **CEO support:** Provide high-level professional and technical advice and guidance to the CEO, Board and stakeholders/partners on systems, policies, programs and NRM implementation to achieve quality regional NRM outcomes.

## Management Skills

- **Business performance:** Ensure successful overall business performance of respective strategy unit/s, including financial performance.
- **Strategic Plan Portfolio Leadership:** Undertake primary responsibility for the strategic direction, stewardship and the successful operationalisation of one or more strategic focus areas of the Terrain Strategic Plan.
- **External expert advice:** Ensure that the wide range of technical expertise required for program and project delivery is sourced (either internally or externally) to ensure high quality delivery and investment outcomes, including negotiating satisfactory financial and contractual arrangements.
- **Planning and delivery:** Oversee the effective and efficient delivery, financial and contract management and monitoring, evaluation and reporting of programs and projects, within the strategy unit leader's portfolio and across the organisation by:
  - delivering on the funder/investor's brief and expectations;
  - providing cost efficient and value for money delivery;
  - securing and allocating the necessary resources;
  - achieving Terrain NRM's financial and strategic objectives;
  - maximising ongoing opportunities for ongoing future work; and,
  - maximising benefits and participation opportunities flowing to key regional partners.
- **Team leadership:** Provide effective leadership and management of staff, supporting and actively fostering a high-performing team culture consistent with the values of Terrain, including:
  - staff recruitment and succession planning;
  - mentoring/coaching, as well as professional development and training opportunities for staff; and,
  - overseeing performance management and well-being considerations for direct-report staff.

## Specialist Knowledge & Skills

- **Specialist knowledge:** Maintain a wide range of specialist knowledge and skills, including relevant legislation and policies and other areas of precedent relevant to the strategic focus area.
- **NRM matters:** Maintain a good understanding of contemporary natural resource management matters, together with an understanding of Australia's system of regional NRM, and relevant legislative frameworks and government policy priorities. Extensive knowledge and experience in the field of community engagement.

## Interpersonal Skills

- **Strategic Partnerships:** Establish and maintain high-level, strategic, mutually beneficial collaborative partnerships/ relationships at the regional, state and national levels, including participating in and supporting relevant partnership forums, working groups etc.
- **Communications:** Pro-actively identify and support the production and delivery of appropriate marketing and promotional material, and application of tools and systems, needed to promote the Terrain NRM brand and the outcomes and impact being delivered through our programs and projects.

- **Professional conduct:** Present and promote a professional and corporate image of Terrain NRM to staff in all forums, and communicate professionally and effectively with Directors, funders/investors, collaborators, stakeholders and suppliers, modelling Terrain values and behaviours at all times.
- **Key Relationships:** Pro-actively identify, develop and maintain constructive, collaborative and mutually beneficial long-term relationships with, as a minimum:
  - CEO and other members of the Executive Leadership Team;
  - Direct staff reports and project team members;
  - Terrain Board members;
  - Strategic partners including other NRM organisations;
  - Delivery collaborators; and
  - Funders/ investors.

### **Judgement & Problem Solving**

- **Conflict resolution:** Lead and/ or participate in conflict resolution both within Terrain and between Terrain and external parties, as required.
- **Problem solving:** Provide high-level advice and support in corporate, program and project problem solving, applying a high-level of independence in determining direction and approach to issues.

### **Qualifications & Experience**

- Apply knowledge gained through tertiary qualifications and/ or industry experience to develop and implement strategy and best practice management of Strategy Units.

### **Additional Factors**

- 'C' class drivers' licence is required.
- Perform all duties in accordance with Terrain's Policies and Procedures and code of conduct.
- Demonstrated commitment to cultural diversity and a working knowledge of equity and WHS principles in the workplace.
- You must be eligible to work in Australia (you are an Australian citizen or a permanent resident of Australia or New Zealand or have a valid visa that provides work rights).

## SELECTION CRITERIA

<b>Authority and Accountability</b>
<ul style="list-style-type: none"><li>▪ Proven ability to pro-actively influence day-to-day and/or strategic direction and leading policy development and implementation.</li><li>▪ Ability to work collaboratively and constructively within a senior leadership team and manage multiple organisational and business priorities to support the delivery of the overall organisational strategy.</li><li>▪ Strong commercial acumen and financial awareness with an ability to weigh investment versus benefits within the context of overall organisational capabilities and objectives.</li><li>▪ Understanding of funders/investors needs and a strong ability to effectively develop constructive relationships within a 'for purpose' commercial environment and develop long-term win-win outcomes.</li><li>▪ Substantial knowledge and experience in program and project management and successfully leading and managing complex major multi-disciplinary programs and projects that have created change and positive impact.</li></ul>
<b>Management Skills</b>
<ul style="list-style-type: none"><li>▪ Demonstrated successful senior management and relevant business experience including working with a board of directors.</li><li>▪ Demonstrated ability to generate innovative approaches to deploy resources, meet changing circumstances and improve services more effectively.</li><li>▪ Highly developed and practiced management skills to establish and/or monitor goals and objectives, manage employees, budgets, work programs or major projects utilising leadership, evaluation and monitoring skills to facilitate achievement of project, program and organisational objectives..</li><li>▪ Proven ability and commitment to providing leadership in driving and supporting a collaborative and results focused approach to delivery internally and with external partners.</li><li>▪ Demonstrated ability to support and grow staff and create a high-performing collaborative team culture.</li></ul>
<b>Specialist Knowledge &amp; Skills</b>
<ul style="list-style-type: none"><li>▪ Specialist knowledge and skills related to Biodiversity, Climate &amp; Soil Health within environmental and natural resource management sectors, including relevant legislative frameworks and government policy priorities.</li><li>▪ Ability to provide technical leadership and direction to the Biodiversity, Climate &amp; Soil Health team.</li><li>▪ Extensive knowledge and experience in the field of community engagement.</li></ul>
<b>Interpersonal Skills&amp;</b>
<ul style="list-style-type: none"><li>▪ Highly developed interpersonal skills to influence, persuade and/ or motivate others to achieve objectives critical to Terrain and to resolve complex conflict situations.</li><li>▪ Demonstrated high level experience, skills and motivation in developing and maintaining effective networks, relationships and partnerships with key stakeholders.</li><li>▪ High level communication, interpersonal and negotiation skills, with the ability to interact effectively with a range of people, and present ideas/ tasks clearly and accurately.</li></ul>

- Externally focused with demonstrated ability to develop and maintain funder/ investor relationships and secure contracts.

**Judgement & Problem solving**

- Proven ability in making high level decisions under delegated authority.
- Extensive experience in resolving problems which require a high level of analytic reasoning and integration of wide-ranging and complex information.
- Demonstrated ability to work at a high level of independence in determining direction and approach to issues.

**Qualifications and experience**

- Tertiary qualifications in Natural Resource Management, Environment, Social Science, Engineering or Project Management or equivalent experience in senior leadership and management roles.
- Professional membership with relevant professional institutions.
- Extensive knowledge and experience in the planning, delivery, monitoring and evaluation of environmental and natural resource management strategies, programs and projects.
- Extensive 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.
- Advanced Computer Literacy (Microsoft Office, Project, Outlook, Word, Excel, PowerPoint) essential.



Stewart Christie

June 2024

**CEO Approval**

**Signature**

**Name**

**Date**