



## Position Context and Capability Statement

### About Terrain

Terrain NRM is an independent, not for profit and community-based natural resource 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 Vision

- A thriving and sustainable Wet Tropics

### Our Mission

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

### Our Values

- Collaboration, Integrity, Innovation, Courage, Respect

### How we work

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



<b>Position:</b>	Project Officer Waterway Health
<b>Strategy Unit</b>	Waterway Health
<b>Reports to</b>	Project Manager Waterway Health
<b>Supervises</b>	Nil
<b>Location</b>	This role will be required to operate across the entire Wet Tropics Region.
<b>Classification</b>	Band 2 Level 3
<b>Employment terms</b>	Permanent Full Time
<b>Salary Range</b>	The 2023-2024 salary range will be \$82,664 to \$89,478 full time equivalent (72.5 hrs per fortnight). (Please refer to the Terrain Single Enterprise Agreement)

## Position Purpose

The Project Officer Waterway Health will assist in the delivery of Terrain’s Waterway Health projects. The Project Officer Waterway Health will be responsible for delivering monitoring programs and assisting with project delivery under a team workplan. The position will ensure that monitoring programs are implemented according to detailed design documents and contract milestones are met.

## Key Accountabilities

### Accountability & Authority

- Assist with the integrated delivery of Terrain’s Waterway Health projects and programs.
- Supports the engagement of landholders in relation to project activities.
- Provides technical support to planning, design and prioritisation of water quality monitoring activities.
- Assists with coordination of project delivery including site planning and selection, review, technical reporting and ongoing monitoring.
- Assists with the co-ordination and organisation of Terrain Waterway Health events, including supporting any specific advisory arrangements.
- Provides coordination, administrative and project management support and advice to the Project Manager Waterway Health Leader and the broader Terrain Waterway Health team.
- Assists with the high quality and timely collection of reporting and monitoring and evaluation (M&E) data for Waterway Health projects, as per the M&E Plans.

### Judgement & Problem Solving

- Applies a pro-active and creative approach to problem solving and delivery of key activities and products.
- Independently applies problem-solving approaches to issues/situations, ensuring an adequate analysis of necessary and available information, and the appropriate involvement of other Terrain staff and partners.

## Specialist Skills & Knowledge

- Assists in the design of Waterway Health projects and the activities of the broader Terrain team where relevant and appropriate.
- Assists with processing, analysis and interpretation of M&E data and reporting of project findings.
- Supports discussions at the partner level, facilitating the two-way flow of information.
- Where required, provides facilitation services (leading or supporting as appropriate) for Waterway Health workshops/events/meetings.
- Supporting and building relationships with the delivery of Waterway Health programs.

## Management Skills

- Assists with work-planning, budgeting and resourcing following Terrain's project management systems and processes.
- Supervise the Project Assistant/s - Water Quality Monitoring (Field) and other water quality monitoring contractors as required.

## Interpersonal Skills

- Builds and maintains productive relationships with partner organisations and individuals to maximise engagement in project delivery, and opportunities for integration and collective learning. These relationships include, but are not limited to indigenous, local government, industry groups, general public and community groups and other Terrain staff.
- Builds and maintains productive and supportive working relationships with the broader Terrain team.
- Supports discussions with landholders about messages and communication products and events, and opportunities for direct interaction between participating farmers and the wider community.
- Supports engagement for non-farmer parties interested in participating in the project activities (e.g. schools and local community groups).
- Supports site/cluster-specific partnerships in relation to implementation of Waterway Health programs.
- Supports Terrain's communications team in the preparation of communications products about the program.

## Additional Factors

- 'C' class drivers' licence is required.
- Perform all duties in accordance with Terrain's Policies and Procedures and code of conduct.
- Environmental footprint: Actively promote and support the reduction of Terrain's environmental and carbon footprint.
- 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 &amp; Accountability</b>
<ul style="list-style-type: none"> <li>▪ Ability to play a key role in the efficient and effective delivery of a major and complex project as part of a team, and in coordination with a wide range of partners.</li> <li>▪ Ability to deliver high quality engagement, coordination and advisory services to farmers and community.</li> </ul>
<b>Judgement &amp; Problem solving</b>
<ul style="list-style-type: none"> <li>▪ Ability to operate at a high level of independence and apply effective problem solving and/or strategic planning approaches.</li> <li>▪ Creative and innovative skills in addressing and resolving major issues.</li> <li>▪ The aptitude and skill to recognise/identify potential conflicts, develop strategies to avoid or minimise conflicts and facilitate solutions and conflict resolution processes.</li> </ul>
<b>Specialist Knowledge &amp; Skills</b>
<ul style="list-style-type: none"> <li>▪ Experience working in natural resource management, waterway health, agriculture or a closely related field, with sound knowledge of, and experience in addressing priority issues in the Wet Tropics region.</li> <li>▪ Ability to translate community input and knowledge into delivery of agriculture and water quality outcomes.</li> <li>▪ A good understanding of hydrology, sediment, nutrient and pesticide runoff, and how they can be managed.</li> <li>▪ Competency with the use of a range of Microsoft Office products and project management systems.</li> </ul>
<b>Teamwork / Leadership Skills</b>
<ul style="list-style-type: none"> <li>▪ Ability to contribute to and work collaboratively and effectively within a high-performing team</li> <li>▪ To establish priorities and manage competing deadlines for self and others.</li> <li>▪ Some experience in the supervision and leadership of staff and contractors.</li> </ul>
<b>Interpersonal Skills</b>
<ul style="list-style-type: none"> <li>▪ Good facilitation, negotiation, collaboration and partnership building skills across a wide range of sectors including indigenous, industry, local government, community groups, research organisations and the private sector.</li> <li>▪ Good interpersonal skills in motivating and mentoring people within and beyond the organisation.</li> <li>▪ Demonstrated excellent writing skills across a range of communication products.</li> </ul>
<b>Workplace Health &amp; Safety</b>
<ul style="list-style-type: none"> <li>▪ Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.</li> </ul>
<b>Qualifications &amp; Experience</b>
<ul style="list-style-type: none"> <li>▪ Relevant degree or equivalent qualification and experience.</li> <li>▪ Knowledge and experience in the planning, delivery, monitoring and evaluation of natural resource management or environmental improvement strategies, plans and projects.</li> <li>▪ Good project management skills and experience, including the ability to develop and work within budgets, meet deadlines, motivate staff; and maximise results from limited resources.</li> </ul>



Stewart Christie

June 2024

CEO Approval    Signature

Name

Date