

26 September 2025

Dear Applicant

Application Kit – Project Assistant – Water Quality Monitoring

Thank you for your interest in applying for the Project Assistant – Water Quality Monitoring position at Terrain Natural Resource Management (Terrain NRM). This is a casual position based from Terrain NRM's Tully Office.

To apply or find out more, download the application kit at www.terrain.org.au/employment. All applications must be emailed to people@terrain.org.au and include the following:

1. Cover letter. Please review the selection criteria and provide in your cover letter a brief response in a few paragraphs on how you can fulfill this role.
2. Resume (maximum 4 pages)

The closing date for applications is **Monday, 13 October 2025** and your application must be submitted by 9:00 AM (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 the People and Culture Coordinator, Courtney Hodgson on 0457 088 248. It is anticipated that interviews will be conducted during the week of Monday 20 October 2025. For further information on this position, please direct enquiries to the Water Quality Monitoring Leader, Alicia Buckle on 0421 061 861. All applications will be treated with the utmost confidentiality.

Kind Regards



Stewart Christie
Chief Executive Officer



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 build trust and confidence
- We actively seek new ideas and innovations
- We are strategic
- We empower our partners and communities
- We establish and develop strategic partnerships
- We harness collective intelligence
- 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.



TERRAIN

NATURAL RESOURCE MANAGEMENT

POSITION DESCRIPTION

Position:	Project Assistant - Water Quality Monitoring (Field)
Strategy Unit	Waterway Health
Reports to	Project Officer - Water Quality Monitoring
Supervises	NIL
Location	This role is to be based in Tully.
Classification	Band 2 Level 1
Employment terms	Casual – fixed term until May 2026
Salary Range	<p>The 2025-2026 casual salary range will be 2.1E \$38.04 to 2.1A \$41.17 per hour + 25% casual loading.</p> <p>Casual employees are entitled to a higher hourly pay rate than equivalent full-time or part-time employees. The hourly pay rate for casual workers is the equivalent permanent hourly rate plus 'casual loading' of 25% of this hourly rate.</p> <p>(Please refer to the Terrain Single Enterprise Agreement)</p>

Position Purpose

The Project Assistant - Water Quality Monitoring (Field) will assist in the delivery of water quality monitoring activities primarily in the Johnstone and Tully Basins but may be deployed elsewhere in the region.

The role will be responsible for delivery of elements of Terrain NRM's water quality monitoring programs, to assist in ensuring that milestones are met according to the relevant monitoring program design documents and work plans. Specifically, the role will:

- Perform technical activities under the direction of senior water quality personnel and following Standard Operating Procedures and Terrain NRMS's policies and procedures.
- Support the operations of Terrain NRM's water quality monitoring programs through the installation, maintenance and repair of water quantity and quality monitoring equipment, undertaking water quality sampling and other related activities.
- Undertake field work for one or more days at a time, often in isolated areas.
- Provide field-based support to other Terrain NRM projects and Strategy Units as required, contributing to cross-functional collaboration and operational delivery.

Key Responsibilities

Authority & Accountability

- Assists with the integrated delivery of Terrain NRM's water quality monitoring programs, including (but not limited to) the Local Scale Monitoring Program and Catchment Repair treatment systems monitoring.
- Working closely with Terrain NRM's water quality monitoring team's Monitoring Officers, assists with Program delivery including ordering supplies, liaising with the laboratory and other service providers, water quality sampling, maintenance and calibration of equipment and potential decommissioning, storage/re-assignment of equipment.
- Provides co-ordination, administrative and project management support to Terrain NRM's Water Quality Monitoring Officers and the broader Terrain NRM team regarding water quality monitoring activities.
- Provides logistical support for Terrain NRM events (e.g., field days and shed meetings).
- Assists with the timely collection of reporting and monitoring and evaluation (M&E) data for the Program.

Management Skills

- Shows leadership to others by leading and driving activities and tasks on different worksites.
- Ability to work in a team.

Specialist Skills & Knowledge

- Undertakes water quality monitoring activities following strict quality control procedures.
- Assists in the delivery of Terrain NRM's water quality monitoring programs.
- Provides specific technical advice and support to Water Quality Monitoring Team members.
- May occasionally assist in the delivery of other Terrain NRM projects.

Interpersonal Skills

- Builds and maintains productive and supportive working relationships both within the water quality monitoring and the broader Terrain NRM teams.
- Builds and maintains productive relationships with delivery partners (e.g., science advisors and service providers).
- Supports the Terrain NRM communications team in the preparation of communications products about the project.

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 team members and others.

Workplace Health and Safety

- Ensure full adherence to the Queensland Workplace Health and Safety Act 2011, Terrain NRM's WH&S Policy Manual and all relevant regulations, policies, and procedures.
- Actively promote a safe work environment by identifying and addressing

potential hazards and risks in the workplace.

- Collaborate with internal and external stakeholders, including Workplace Health and Safety Representatives, to maintain a culture of safety and continuous improvement.
- Lead by example in adhering to all safety protocols and fostering a work environment where safety is prioritised at all levels

Additional Factors

- 'C' class drivers' licence is required.
- Perform all duties in accordance with Terrain NRM's Policies and Procedures and code of conduct.
- Environmental footprint: Actively promote and support the reduction of Terrain NRM'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

Authority & Accountability
<ul style="list-style-type: none"> Ability to play a key role in the efficient and effective delivery of a major and complex project as part of a team. Ability to interact with the Terrain NRM team and program partners both verbally and in writing.
Management Skills
<ul style="list-style-type: none"> Proven ability to manage the efficient and effective delivery of field tasks and provide leadership to others at a similar or lower level.
Specialist Knowledge & Skills
<ul style="list-style-type: none"> Experience, or ability to rapidly gain experience in the operation of water quality monitoring equipment. Ability to collect high quality water samples following relevant quality assurance and quality control procedures. Competency with the use of a range of Microsoft Office products (Outlook, Word and Excel). Provide support relevant to this level to assist others to meet funding provider reporting requirements.
Interpersonal Skills
<ul style="list-style-type: none"> Very good interpersonal skills for working as part of a high-performance team. Demonstrated writing skills for day-to-day communication (e.g. emails) and record keeping (e.g. filling out laboratory chain of custody forms and equipment maintenance spreadsheets).
Judgement & Problem solving
<ul style="list-style-type: none"> Ability to operate at a high level of independence and apply effective problem-solving approaches, especially those associated with trouble-shooting equipment issues. Ability to use creativity and innovation in addressing and resolving workplace issues.
Workplace Health & 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. Maintain a high level of personal and team safety within the guidelines of safe practices and procedures. Demonstrated commitment to cultural diversity and a working knowledge of equity
Qualifications & Experience
<ul style="list-style-type: none"> Relevant qualifications and/or experience e.g. trained in water quality sampling techniques, experience undertaking water quality monitoring. Experience working independently on set tasks. Good time management skills.



Stewart Christie

26 September 2025

CEO Approval

Signature

Name

Date