

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.

POSITION DESCRIPTION

Position	Project Coordinator
Strategic Unit	Biodiversity, Climate and Soil Health
Reports to	Program Manager – Sustainable Agriculture
Supervises	May be required to supervise small team
Location	This role may be based from any of Terrain’s offices in Atherton, Innisfail, Cairns, Tully. Flexibility with regard to location will be considered for the right candidate.
Classification	Band 3, level 1
Employment terms	1 FTE negotiable 36.25 hours per week (5 days per week) Fixed Term to June 2028
Salary Range	The 2025-2026 salary range will be \$96,826 to \$104,821 full time equivalent (72.5 hrs per fortnight). (Please refer to the Terrain Single Enterprise Agreement)

Position Purpose

The Project Coordinator role is a critical project delivery position, coordinating and supporting the implementation of Terrain projects, in line with NRM principles to achieve positive environmental and community outcomes. Where projects are complex in nature, the role may coordinate specific streams, phases or clusters of activities under the direction of the Project Manager or Program Manager.

The role may coordinate multiple projects and Terrain initiatives. Many Terrain projects have a strong focus on partnerships and practice change in collaboration with community, including landholders; Rainforest Aboriginal Peoples, local First Nations groups; community organisations, researchers and businesses.

The role will coordinate project teams, including internal and external contributors and may be required to supervise some direct reports, including emerging project leaders and officers.

Key Responsibilities

Authority & Accountability

- Relative to project, lead, coordinate, or support project delivery in line with project objectives and contractual obligations.
- Develop effective project plans where coordinating delivery and contribute effectively to the development of project plans as directed by Project and Program Managers.
- Identify and scope project opportunities.
- Work closely with other team members delivering to similar locations or on similar activities, to ensure efficiencies and streamlining of delivery and engagement for Terrain and external stakeholders.
- Develop and manage partner contracts to ensure milestones and deliverables are met. Provide recommendations and seek endorsement for contracts and procurement per delegation.
- Oversee and support project delivery through well-developed project management skills, in line with Terrain's systems and processes, including project activity scheduling and management, delivery team coordination and management, financial management, and contractual management.
- Produce and provide regular project updates and progress reports.
- Proactively plan for, identify and respond to project risks; and escalate per delegation, providing recommendations and supporting the development of solution focused mitigations and response.

Management Skills

- Confidently build and maintain productive and collaborative relationships with partner organisations to maximise engagement, integration, and shared learning.
- Manage small project teams and direct reports in a productive and proactive manner.
- Provide leadership within project teams and contribute positively to team and organisational outcomes.
- Provide guidance and support to team members, including emerging project officers, as appropriate.
- Ensure the compliance of project team members and stakeholders with WHS.

Specialist Knowledge & Skills

- Maintain relevant technical or applied knowledge in the areas of science, natural resource management and practice change skills relevant to support project delivery, including the ability to interpret and effectively communicate technical information to a range of audiences, or the ability to rapidly acquire this knowledge.
- Show an aptitude and ability to acquire and maintain project-relevant knowledge across environmental, agricultural or community-based delivery contexts as required.
- Maintain high level project management knowledge and skills.
- Maintain commitment to monitoring and evaluation activities, including promoting impact measures across project teams to inform critical decision making and advocacy.
- Provide technical coordination and project management advice to support delivery of objectives.

- Contribute to the implementation of all on-ground activities, including those relevant to assigned projects and program priorities.

Judgement & Problem Solving

- Take a lead or facilitator role with colleagues and stakeholders to resolve local problems relevant to the project and regional delivery.
- Identify and escalate systemic and complex problems, as required with comprehensive analysis of the problem and recommendations for solution in seeking guidance for resolution.
- Plan for, identify and respond to WHS risk, taking appropriate responsibility for the safety of yourself and others and escalating risks as required.

Interpersonal Skills

Positive culture:

Actively promote and foster a positive safe culture where people are protected from physical and psychological harm. Demonstrate a respectful and professional manner, with a helpful and proactive approach to work.

Team Working:

Be an effective and high-performing team member, consistent with the values of Terrain, including:

- Working closely with staff, inter-disciplinary planning teams and partners, to contribute to the effective functioning of the role, team, project and organisation.

Engage in regular support meetings with supervisors to work together to achieve:

- working as an effective member of a team, within, across and external to Terrain;
- promotion of Terrain's values and culture of collaboration, innovation, respect, integrity and courage;
 - set and achieve goals and aspirations;
 - address any areas of concern that may arise in the course of work.

Professional conduct:

Present and promote a professional image of Terrain in all forums, communicate professionally and effectively with Directors, funders/investors, collaborators, stakeholders and suppliers, modelling Terrain values and behaviours at all times.

Key Relationships:

Liaise with internal and external stakeholders on matters affecting HR, payroll and finances, as required and appropriate.

Proactively foster positive relationships with as a minimum:

- Direct Supervisor
- Team members including those of the project, the focus area, and Terrain.

- CEO and other members of the Executive Leadership Team
- Partners, contractors and community stakeholders
- Terrain Board of Directors
- Lead local engagement with project participants, community groups, industry organisations, government departments, and Traditional Owners.
- Demonstrate effective written and verbal communication skills.
- Contribute to the preparation of communication products in collaboration with the Terrain NRM Communications Team.
- Build community capacity, raising awareness of new opportunities such as environmental markets.

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' license 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 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 and Accountability
<ul style="list-style-type: none">Proven experience in planning and delivering small to medium sized, collaborative and community focused projects that deliver environmental, economic, and community benefits.
Management Skills
<ul style="list-style-type: none">Proven experience or ability in developing, monitoring, and evaluation of budgets to deliver positive financial outcomes and ensure quality operational and project delivery.Ability to work independently and remotely.Demonstrated ability to coordinate project activities and manage or lead teams.
Specialist Knowledge & Skills
<ul style="list-style-type: none">Strong skills that demonstrate ability to deliver projects in line with relevant frameworks or principles, building strong partnerships with stakeholders and demonstrated ability to work collaboratively.Demonstrated ability to understand and apply technical, environmental, agricultural, or community-based knowledge relevant to project delivery.
Interpersonal Skills
<ul style="list-style-type: none">High-level verbal and written communication and quality report writing skills.Excellent interpersonal and negotiation skills in motivating and collaborating with key partners, with the ability to interact effectively with a range of people, and present ideas/tasks clearly and accurately.
Judgement & Problem Solving
<ul style="list-style-type: none">Demonstrated ability to exercise good judgement in analysing, prioritising, and resolving or making recommendations on project issues under time and operational constraints.Demonstrated ability to work with a level of independence in determining priorities, and decision making under delegated authority.
Qualifications and experience
<ul style="list-style-type: none">Relevant degree or equivalent qualification and/or industry experience in Natural Resource Management, Environmental Science, Sustainability, Agricultural Science, community development or related field.Advanced Computer Literacy (Microsoft Office suite) is essential, experience in project management systems highly desirable.Project Management trained or willingness to undertake.

CEO Approval	Signature	Stewart Christie Name	24/10/2025 Date
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