



JOB DESCRIPTION FORM

Position Identification

POSITION TITLE	Co-ordinator, Wetlands Science and Management
LOCATION	Mandurah (58 Sutton Street)
EMPLOYER	Peel-Harvey Catchment Council (Inc.) with payroll function provided by the City of Mandurah

Employment Terms

EMPLOYMENT TERMS	This is a full time position, 38 hours per week. Some flexibility may be negotiated
LENGTH OF CONTRACT	5 years - to 1 August 2023 (pending performance)
VEHICLE	A pool vehicle will be made available for project delivery.
LEVEL/SALARY RANGE	\$84,805 - \$90,947 gross per annum, depending on skills and experience
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

Position Relationships

RESPONSIBLE TO	PROGRAM MANAGER, SCIENCE AND WATERWAYS
POSITIONS UNDER DIRECT SUPERVISION	Contractors/subcontractors engaged in delivery of projects Support Officer (approximately 1 day / week) Field Officer (approximately 1 day / fortnight)
MENTOR	A mentor will be provided to support the delivery of the project for the first year, with approximately 40 days allocated to this role
MANAGEMENT COMMITTEES	Program Steering Committee, Peel-Harvey Catchment Council Inc.

Resources

RESOURCES	All reasonable resources to enable effective and safe delivery of the project will be provided by the PHCC, e.g. computer and appropriate software, remuneration for use of a mobile phone, personal protection equipment, and professional development
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Key Responsibilities

<p>Demonstrating a high level of initiative in accordance with the autonomy of the position:</p> <ul style="list-style-type: none"> - Practise and advocate Principles and Values of the PHCC, including those that guide interpersonal behaviour, professional practice and catchment management practitioners - Deliver the Ramsar Wetlands Science and Collaborative Management Project, meeting contractual requirements including all milestone and reporting within timeframes and budget.
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- Maintain and develop positive relationships with key stakeholders (including nationally and internationally as appropriate), project partners, related project managers and funding partners and maintain these relationships through effective liaison and collaboration.
- Manage approve project budget
- Ensure a high level of Work Health and Safety standards for self, colleagues, contractors and stakeholders
- Present written and oral technical advice to the Peel-Harvey Catchment Council in response to matters relating to the delivery of the program
- Contribute to the effective operation of the Peel-Harvey Catchment Council applying a team work approach
- Supervision of contractors, support officers and field officers
- Collaborative delivery of program across the PHCC team (ie working with relevant officers)

Statement of Duties

Under the guidance of the Program Steering Committee, and Program Manager, Science and Waterways the successful applicant will:

- Implement the Ramsar Science and Collaborative Management Project, within timeframes, budget and contractual conditions in accordance with the project's intent, including:
 - Engaging with stakeholders, project partners, and related project managers
 - Facilitating active collaborative management of Technical Advisory Group stakeholders
 - Preparing project budgets for approval
 - Preparing and administering tenders/requests for quote
 - Preparing work-plans based on required outcomes for the projects
 - Executive support to the Program Steering Committee, including meeting and reporting on a regular basis on project outcomes
 - Provide regular reports, including financial activity statements to the Steering Committee and PHCC in accordance with the Project Plan
 - Implement and where required establish standards and systems to assist project implementation, including monitoring and evaluation
- Provide the drive and coordination that will facilitate the collaborative management and monitoring of the Ramsar-listed Peel-Yalgorup System, including filling some of the key knowledge gaps and enabling reporting of the System's health to the community and other stakeholders.
- Be familiar with, and facilitate the implementation of the key guidance documents for the Peel-Yalgorup System (including subsidiary site Action Plans) and facilitate the processes required to ensure they are current.
- Be familiar with Ramsar management principles as defined by the Ramsar Secretariat and the EPBC Act.
- Undertake technical reviews and prepare strategies for protection of wetland values.
- Present written and oral advice in response to matters relating to the project/s.
- Raise public awareness of the project/s through a diversity of media forms.
- Provide relevant information for the PHCC website and other awareness-raising activities.
- Represent the PHCC to stakeholders and project partners as appropriate.
- Identify opportunities for funding for wetland projects, both on-ground and for community engagement activities;
- Liaise with natural resource management professionals where this complements delivery of the Ramsar Science and Collaboration Project.

Key Selection Criteria

	DETAILS
GENERAL – BASIC PREREQUISITES FOR THE POSITION	<ul style="list-style-type: none"> • Australian residency or eligibility to legally work in Australia • High level of capacity for self-motivation, developed time management skills and an ability to meet deadlines • Current 'C' Class drivers licence • Computer literacy and proficiency in use of MS Office Software (including Word, Excel, PowerPoint and Outlook) • Ability to work independently, use initiative and prioritise workloads • Excellent organisational skills • High level of interpersonal skills, including ability to effectively engage with internal and external stakeholders • Excellent written and verbal communication skills • Excellent attention to detail with a high level of professionalism • Ability to work in a dynamic environment
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> • Bachelor's Degree or higher degree in Water Resources Management, Environmental Engineering, Environmental Science (hydrology and water resources) or similar relevant field, or a minimum of 10 years experience • Demonstrated understanding of integrated water management, water resource management processes and issues in the south west of Australia • Demonstrated experience in project management, including budgeting, reporting, contract management, project monitoring, evaluation, reporting and improvement • Demonstrated ability in applying adaptive management practices to natural resource management • Demonstrated ability to write and communicate with and to diverse audiences • Demonstrated experience in effectively managing staff and/or contractors • Demonstrated experience in working with the community • Excellent communication, negotiation and interpersonal skills including the ability to facilitate strong working relationships with diverse stakeholders groups
DESIRABLE	<ul style="list-style-type: none"> • Familiarity with the Ramsar Convention for wetlands of international importance • Demonstrated understanding of environmental planning and policy implementation and environmental regulation • Demonstrated understanding of surface water and groundwater interactions and aquifer conceptualisation • Experience in performing environmental and operational risk assessments • Experience in compiling funding/grant applications and acquittals • Familiarity with geographic information systems (GIS)