



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. Main activities include:

- Facilitating active stakeholder participation in the collaborative management of the Peel-Yalgorup System
- Organising and facilitating meetings of the Peel-Yalgorup Ramsar Site Technical Advisory Group and subgroups and representing PHCC on subsidiary Technical Advisory Groups.
- Overseeing establishment of a monitoring program and facilitating assessment of the condition of the Ramsar Site against Limits of Acceptable Change
- Implementing a hydrological investigation of Lake Clifton
- 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 the approved 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 project
- Contribute to the effective operation of the Peel-Harvey Catchment Council applying a team work approach
- Supervision of contractors, support officers and field 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 project
 - Providing executive support to the Project Steering Committee, including meeting and reporting on a regular basis on project outcomes
 - Providing regular reports, including financial activity statements to the Steering Committee and PHCC in accordance with the Project Plan
 - Implementing, 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 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, and advocate Ramsar management principles as defined by the Ramsar Secretariat and the EPBC Act.
- Undertake technical reviews, prepare and support implementation of 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 and support 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 • Excellent organisational skills with the ability to work independently, use initiative, prioritise workloads and 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 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 or similar relevant field, or a minimum of 10 years’ experience • Demonstrated experience in project management, including budgeting, reporting, contract management, project monitoring, evaluation, reporting and improvement. • Demonstrated experience in effectively managing staff and/or contractors • Excellent written and verbal communication, negotiation and influencing skills including a demonstrated ability to facilitate strong working relationships with diverse stakeholder groups including community groups, landholders and government agencies • Significant experience working in science communication, preferably with a research background and/or strong natural resource management focus • Demonstrated technical knowledge of natural resource management issues • Familiarity with the Ramsar Convention for wetlands of international importance
DESIRABLE SKILLS	<ul style="list-style-type: none"> • 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)