



JOB DESCRIPTION FORM

Position Identification

POSITION TITLE	Wetlands Restoration Officer
LOCATION	Mandurah (58 Sutton Street)
EMPLOYER	Peel-Harvey Catchment Council Inc. (PHCC) 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	3 years to 1 February 2022 (pending performance) with the possibility of extension
VEHICLE	A pool vehicle will be made available for project delivery.
LEVEL/SALARY RANGE	\$66,511 - \$74,225 gross per annum, depending on skills and experience
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

Position Relationships

RESPONSIBLE TO	CO-ORDINATOR, WETLANDS SCIENCE AND MANAGEMENT
POSITIONS UNDER DIRECT SUPERVISION	Contractors/subcontractors engaged in delivery of projects Volunteers/Work Experience Students and similar
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

The Wetlands Restoration Officer will be responsible for the delivery of the on-ground components of the “Wetlands and People – A community restoring the Ecological Character of the Peel-Yalgorup Ramsar 482 Wetlands” project. On-ground actions include but are not restricted to weed control, illegal access control, debris (litter and pollution) control, feral animal control and revegetation. Actions will be implemented in priority sites, in partnership with key stakeholders to directly address threats to the ecological character of the Peel-Yalgorup System of wetlands (26,530 hectares).

The Wetlands Restoration Officer will be responsible for:

- Planning, co-ordinating and implementing on-ground works across the Peel-Yalgorup System of wetlands.
- Working with community Landcare groups, landholders and others to implement on-ground works across the Peel-Yalgorup System of wetlands.
- Oversee the delivery and administration of contracts to deliver prioritised works to rehabilitate, restore and reduce threats to the ecological character of the Peel-Yalgorup System.
- Providing technical information and support to land managers to implement works.
- Undertaking monitoring, evaluation and adaptation of project activities to ensure effective project delivery and successful project outcomes.
- Practising and advocating the Principles and Values of the PHCC, including those that guide interpersonal behaviour, professional practice and catchment management practitioners
- Ensuring a high level of Work Health and Safety standards for self, colleagues, contractors and stakeholders
- Presenting written and oral advice to the Peel-Harvey Catchment Council in response to matters relating to the delivery of the program
- Contributing to the effective operation of the Peel-Harvey Catchment Council through applying a team work approach
- Collaborative delivery of the “Wetlands and People – A community restoring the Ecological Character of the Peel-Yalgorup Ramsar 482 Wetlands” project with the PHCC team

Statement of Duties

Under the guidance of the Program Steering Committee, and the Co-ordinator Healthy Rivers the successful applicant will:

- Prepare and implement a Project Plan for the delivery of on-ground actions to meet and/or exceed outcomes in accordance with the project funding.
- Support community to develop relevant projects and seek funding for their delivery.
- Plan, co-ordinate and/or deliver relevant, field days, events.
- Support existing groups involved in Landcare activities across the Peel-Harvey Natural Resource Management (NRM) region.
- Generate and share case studies showcasing project successes and learnings.
- Liaise with stakeholders and partner organisations relevant to the project, including all relevant government, non-government, corporate and community representatives.
- Facilitate communication and information sharing amongst stakeholder groups.
- Represent PHCC by conducting or attending public meetings to present/provide relevant NRM information and/or facilitate community understanding of programs or issues as required.
- Identify promotional opportunities that promote the organisation and increase community engagement and representation in project and PHCC activities as relevant to the role.

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 • Current 'C' Class drivers licence • Computer literacy and proficiency in use of MS Office Software (including Word, Excel, PowerPoint and Outlook)
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> • Qualifications in restoration and/or NRM relevant to the delivery of on-ground projects, and/or demonstrated equivalent experience in the field. • High level of self-motivation and highly developed time management skills with a demonstrated ability to meet deadlines. • Excellent organisational skills with the ability to use initiative and prioritise workloads • Highly developed interpersonal skills, including ability to effectively engage with internal and external stakeholders, ability to work independently and as a member of a team • Ability to work in a dynamic and multidisciplinary environment. • Demonstrated project management skills and experience with excellent attention to detail with a high level of professionalism, including planning, implementing, reporting, monitoring, evaluation and adaption, as well as managing budgets and delivery within set timeframes. • Knowledge and demonstrated experience in effective restoration projects focussed on the recovery and/or removal of threats to wetland and bushland areas. • Excellent communication, negotiation and interpersonal skills including the ability to facilitate strong working relationships with diverse stakeholders groups and the ability to identify and develop NRM-based relationships and projects with partners. • Understanding of PHCC's Strategic Directions and empathy with PHCC's principles and values.
DESIRABLE	<ul style="list-style-type: none"> • Experience in compiling funding/grant applications and acquittals • Familiarity with geographic information systems (GIS)