

## JOB DESCRIPTION FORM

### Position Identification

POSITION TITLE	Program Manager, Land Conservation & Sustainable Agriculture
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. Some out of normal business hours and/or days will be required.
LENGTH OF CONTRACT	3.5 years - to 1 August 2023 (pending performance)
VEHICLE	A pool vehicle will be made available for program delivery
LEVEL/SALARY RANGE	\$90,947 - \$97,378 gross per annum, depending on skills and experience
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

### Position Relationships

RESPONSIBLE TO	CEO
POSITIONS UNDER DIRECT SUPERVISION	<p>Responsible for the management of all staff within the Land Conservation and Sustainable Agriculture program (the program) including:</p> <ul style="list-style-type: none"> <li>- Regional Agricultural Landcare Facilitator</li> <li>- Land Conservation Officer</li> <li>- Healthy Farms Officer</li> <li>- GIS Officer</li> <li>- Contractors/subcontractors engaged in delivery of projects</li> <li>- Volunteers/interns involved in delivery of projects</li> </ul>
MANAGEMENT COMMITTEES	Program Steering Committees and Peel-Harvey Catchment Council Inc.

### Resources

RESOURCES	All reasonable resources to enable effective and safe delivery of the program 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

Demonstrating a high level of initiative in accordance with the autonomy of the position:

- Practise and advocate Principles, Values and Vision of the PHCC, including those that guide interpersonal behaviour, professional practice and catchment management practitioners
- Management of all projects and resources to deliver the program, meeting contractual requirements including all milestone and reporting within timeframes and budget
- Management and supervision of the Land Conservation Team members, contractors, support officers, and field officers
- Strategic planning and advocacy to support the Land Conservation and Sustainable Agriculture program towards the PHCC vision and objectives
- Maintain and develop positive relationships with key stakeholders, project partners, related project managers, relevant community groups and funding partners and maintain these relationships through effective liaison and collaboration
- Ensure collaborative delivery of the program across the PHCC team (i.e. working with relevant officers) and external stakeholders
- Ensure a high level of Work Health and Safety standards for self, colleagues, contractors and stakeholders
- Present written and oral technical advice to the PHCC and key stakeholders in response to matters relating to the delivery of the program and the support of landcare and NRM throughout the Catchment.
- Develop and design new projects towards PHCC's Strategic Directions and delivery of the program
- Contribute to the effective operation of the PHCC applying a team work approach
- Provide strategic advice to the CEO and Board on environmental and sustainable agricultural issues and opportunities.

## Statement of Duties

The successful applicant will:

- Contribute to the development and achievement of the PHCC Strategic Directions and NRM Strategy (Binjareb Boodja Landscapes 2025)
- Develop opportunities and strong stakeholder relations that contribute to the long term sustainability of the PHCC and vision for the Peel-Harvey Catchment
- Manage and supervise the Land Conservation team to achieve project delivery including providing effective induction, training, direction, and performance management to staff
- Maintain an awareness of information and policy that will impact on the program, identify opportunities or threats and respond appropriately through development or adaption of the program
- Seek opportunities to grow or add value to the program through collaboration, partnering or additional resources
- Be accountable about progress, opportunities and growth of the program
- Contribute to the development and upkeep of knowledge management systems, and lead the management of PHCC's GIS database.
- Contribute towards the use of communications and engagement practices that support capacity building, NRM outcomes and program promotion
- Ensure projects are planned and managed within PHCC's approved systems and policies
- Ensure contractual obligations for all projects are being met in accordance with budget, timeliness, quality and scope
- Ensure the collection and collation of monitoring, evaluation and reporting data, to the standards required by investors

- Develop and maintain relationships with and between stakeholders associated in the delivery or enhancement of projects
- Contribute to writing tenders and proposals as required
- Represent the PHCC on external committees, meetings or events related to the role and position
- Present written and oral reports and advice in response to matters relating to the project/s.
- Raise public awareness of the program through a diversity of media forms.
- Provide relevant information for the PHCC website and other awareness-raising activities.
- Adhere and demonstrate a positive commitment to PHCC policies and procedures
- Other duties as required.

### Key Selection Criteria

	DETAILS
GENERAL – BASIC PREREQUISITES FOR THE POSITION	<ul style="list-style-type: none"> <li>• Australian residency or eligibility to legally work in Australia</li> <li>• Current ‘C’ Class drivers licence</li> <li>• Proficiency in common office software and computer use</li> </ul>
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> <li>• Degree in Natural Resource Management, Agriculture or related field or equivalent experience, with a sound knowledge of agricultural practices and related sciences</li> <li>• Demonstrated understanding of sustainable land management practices relevant to the Peel-Harvey Catchment and current issues threatening ecosystem services</li> <li>• Demonstrated leadership at a senior level within a complex project environment involving multiple partners and/or stakeholders</li> <li>• Demonstrated experience in working collaboratively with the community and/or diverse stakeholder groups</li> <li>• Proven ability to work within, and effectively manage, a small team of staff</li> <li>• Strong project and program management skills, including budgeting, contract management, project monitoring, prioritisation, evaluation, reporting, and improvement</li> <li>• Experience in strategic planning and reporting against objectives</li> <li>• Demonstrated ability in applying adaptive management practices to natural resource management</li> <li>• Demonstrated ability to write and communicate with, and to, diverse audiences</li> <li>• Excellent communication, negotiation and interpersonal skills including the ability to facilitate strong working relationships with a diversity of stakeholder groups</li> </ul>
DESIRABLE	<ul style="list-style-type: none"> <li>• Demonstrated understanding of environmental planning, policy implementation and environmental regulation</li> <li>• Experience in compiling funding/grant applications and acquittals</li> <li>• Familiarity with geographic information systems (GIS)</li> </ul>