



## JOB DESCRIPTION FORM

### Position Identification

POSITION TITLE	Science Advisor
LOCATION	The successful candidate will work from our Mandurah office with flexibility to work from home and regional offices.
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. Flexibility may be negotiated
LENGTH OF CONTRACT	4 years with probable extension (pending performance and funding)
VEHICLE	A pool vehicle will be available for project use
SALARY PACKAGE	Commencing at \$111,300 (negotiable, depending on skills and experience) including employer superannuation contribution and allowances
SALARY SACRIFICE	Options are available including purchasing additional leave
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

### Position Relationships

RESPONSIBLE TO	Chief Executive Officer
POSITIONS UNDER DIRECT SUPERVISION	Nil
MANAGEMENT COMMITTEES	Peel-Harvey Catchment Council Inc. Project and Organisational Steering Committees

### Resources

RESOURCES	All reasonable resources to enable effective and safe delivery of the project will be provided by the Peel-Harvey Catchment Council (PHCC), e.g. computer and appropriate software, remuneration for use of a mobile phone, personal protection equipment, and professional development.
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## Context

The successful candidate will deliver key outcomes as defined (a) in the funding agreement between the PHCC and State Government; and (b) in the PHCC Strategic Directions 2012-22, including:

- Provide sound and timely scientific advice to the Peel-Harvey Catchment Council;
- Establish networks with relevant researchers and research institutions in public and private sectors;
- Advocate for Science and Research in the Peel-Harvey Catchment;
- Prepare and communicate an annual Report Card to inform the community of the current and future trajectory of the condition of the Peel-Yalgorup Ramsar Site;
- Convene and facilitate meetings of the Ramsar 482 Technical Advisory Group and subsidiary advisory groups;
- Maintain the gap analysis for research and monitoring and strategies to reduce gaps;
- Prepare an updated Science Strategy for the Peel-Yalgorup Ramsar Site, incorporating broader catchment issues;
- Using the updated Science Strategy facilitate collaborative research programs to address priority research needs;
- Integrate scientific rigour into all PHCC projects.

The fundamental elements essential for the successful candidate to achieve the objectives are:

1. Monitor, Report and Communicate

Communication of the state of the catchment must be undertaken in an effective and engaging manner using a suite of innovative communication tools.

2. Establish and strengthen relationships

The ability to drive the vision and inspire science through effective and continuous networking with all levels of governments, academia, industry and community is an essential component of the role.

3. Review and understand research and research gaps

A multidisciplinary approach to enable and inspire management activities to ensure proposed actions are practical and will result in behaviour change and adaptive management.

## Key Responsibilities

The successful applicant will demonstrate a high level of initiative in accordance with the requirements of the position to achieve and/or support the PHCC team to achieve the following:

1. Practise and advocate Principles and Values of the PHCC, including those that guide interpersonal behaviour and professional practice.
2. Oversee project budgets and procurement in accordance with PHCC's policies and procedures.
3. Oversee projects and direct resources to ensure delivery of the Science projects/outcomes, meeting contractual obligations including all milestone and reporting requirements within timeframes and budget.
4. Support PHCC staff, team members, volunteers, interns and contractors and supervise as required.
5. Participate in strategic planning and advocacy to guide the team towards the PHCC vision and objectives.

6. Contribute to the effective operation of the PHCC applying a team-work approach.
7. Develop and design projects and funding proposals aligned with PHCC's Strategic Directions and NRM Strategy.
8. Provide strategic advice to the CEO and Board.
9. Maintain an awareness of information and policy that will affect PHCC's activities, identify opportunities and threats and adapt accordingly.
10. Contribute to the development and upkeep of knowledge management systems.
11. Contribute to communications and engagement practices that support capacity building, NRM outcomes and program promotion.

## Statement of Duties

Under the guidance of the CEO and Science Advice Steering Committee:

- Report research undertaken in and/or relative to the Peel-Harvey, including preparing and communicating an annual Report Card to inform the community of the current and future trajectory of the condition of the Peel-Yalgorup Ramsar Site (Ramsar 482)
- Prepare an updated Science Strategy for the Peel-Yalgorup Ramsar Site, incorporating broader catchment issues;
- Provide the Peel-Harvey Catchment Council with sound and timely scientific advice;
- Maintain portal to enable future access to research;
- Identify research and monitoring gaps and develop priority research projects to fill gaps that provide practical research to inform adaptive management.
- Advocate for science and scientific research in the Peel-Harvey Catchment;
- Assist in the development of a Business Case for funding future restoration activities of Peel-Harvey waterways;
- Establish networks with relevant researchers and research institutions in public and private sectors;
- Present written and oral technical advice to the PHCC in response to matters relating to the management of the project;
- Raise public awareness of science initiatives through regular communications;
- Provide relevant information for the PHCC website and other awareness raising activities;
- Integrate scientific rigour into all PHCC projects;
- Provide the scientific drive and coordination of improved management systems for adaptive catchment and waterways management, addressing current and future risks;
- Manage the project budget, with the approval of the budget and expenditure being ratified by the Chief Executive Officer;
- Ensure a high level of Occupational Health and Safety standards for self, colleagues and stakeholders;
- Contribute to the effective operation of the Peel-Harvey Catchment Council;
- Undertake and complete all project reporting requirements;
- Represent the PHCC as appropriate and within limits of the project;
- Report as appropriate to the PHCC in regard to the progress of the project.
- Undertake 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 Microsoft Office software suite (i.e. Word, Excel, PowerPoint, Outlook and Access) and general computer use.</li> </ul>
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> <li>• Experienced scientist with relevant qualifications, preferably with a research background and/or strong natural resource management focus.</li> <li>• Demonstrated highly developed Science Communication skills with capacity to synthesise and distil information and present written and oral briefs for various levels of audience (academic, government, community).</li> <li>• Understanding of natural resource management issues in the Peel-Harvey catchment.</li> <li>• Demonstrated ability to develop strong working relationships to identify, develop and facilitate collaborative research projects to guide adaptive management.</li> </ul>
DESIRABLE	<ul style="list-style-type: none"> <li>• Post graduate academic qualifications in a relevant discipline</li> <li>• Demonstrated relevant research experience.</li> <li>• An established network of stakeholders invested the management of Peel-Harvey Waterways.</li> <li>• Good understanding of the ecological character, and threats to, the Peel-Yalgorup Ramsar Site (Ramsar Site 482) and the Swan Coastal Plain catchments of the Peel-Harvey Estuary.</li> </ul>

*We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present*