

JOB DESCRIPTION FORM

Position Identification

POSITION TITLE/S	Project Officer, Healthy Farms
LOCATION	Successful candidate will work from our Mandurah, Boddington or Waroona office. Note: Travel will be required for elements of project delivery
EMPLOYER	Peel-Harvey Catchment Council (Inc.)

Employment Terms

EMPLOYMENT TERMS	This position will commence at 5 days a week (38 hours)
LENGTH OF CONTRACT	to August 2028
VEHICLE	A pool vehicle will be available for project use
SALARY	Starting from \$82,785 gross per annum, (excludes superannuation and phone allowance)
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards
WELLBEING DAYS	3 wellbeing days are provided in addition to other leave entitlements

Position Relationships

RESPONSIBLE TO	Operations Manager, Land Conservation & Agriculture
POSITIONS UNDER DIRECT SUPERVISION	- Contractors/subcontractors engaged in delivery of projects - Volunteers/Work Experience Students and similar
MANAGEMENT COMMITTEES	Peel-Harvey Catchment Council Inc. Project Steering Committee

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, personal protection equipment and professional development as well as remuneration for use of personal mobile phone.
-----------	--

Key Responsibilities

The Project Officer, Healthy Farms will be responsible for supporting the delivery on-ground restoration, stakeholder engagement and management components of the following projects:

1. Future Ready Farming (2024 – 2028), funded by the Australian Government through the Natural Heritage Trust (NHT) under the Climate Smart Agriculture Program.
2. Resilient Farms, Nature and Communities (2025 – 2027); supported through funding from the Western Australian Government's State NRM Program.
3. The Bindjareb Djilba (Peel-Harvey estuary) Protection Plan and Healthy Estuaries WA Sustainable Agriculture components, State Government initiatives to improve the water quality of the estuary.

As well as supporting the delivery of other organisation activities and projects as required.

On-ground restoration, stakeholder engagement and management actions include (but are not restricted to) fencing, access control, pest animal control, weed control, revegetation, bushland and/or riparian restoration/remediation, monitoring and surveys, coordinating soil sampling and testing on-farm and delivery of stakeholder engagement events including field days and workshops.

The Project Officer, Healthy Farms will be responsible for:

1. Supporting and facilitating the adoption of land management practices in rural and related landscapes to improve the quality of the natural resource base.
2. Undertaking on-farm participation surveys with farmers.
3. Communicating with and support farmers on all aspects of the program.
4. Supporting farmers to complete do-it-yourself soil testing and participate in tissue testing training and the collection of samples from farms.
5. Supporting the delivery of events and workshops.
6. Compiling reports and publications into information packs for farmers.
7. Using GIS software to collate and record information as directed.
8. Participating in the evaluation and review of the project/s.
9. Assisting to plan and design on-ground works programs for delivery.
10. Monitoring expenditure and track budgets.
11. Collecting and collate monitoring, evaluation and reporting data.
12. Assisting with maintaining and developing positive relationships with community, project partners, traditional owners, related project managers, funding partners and other stakeholders.
13. Working with community groups, including landcare and grower groups, landholders and others to develop, deliver and promote land conservation and sustainable agriculture practices, projects and related information.
14. Practising and advocating Principles and Values of the PHCC, including those that guide interpersonal behaviour, professional practice and natural resource management practitioners.
15. Ensuring a high level of Work Health and Safety standards for self, colleagues, contractors and stakeholders.
16. Presenting written and oral technical advice in response to matters relating to the delivery of the program, including raising public awareness of the project/s and relevant information through regular media/social items.
17. Contributing to the effective operation of the PHCC applying a team work approach.
18. Any other duties as required.

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"> • Diploma or Bachelor Degree in Environmental Science, Ecology, Natural Resource Management or similar relevant field experience. • Experience in, and ability to give technical support and advice on natural resource management. • Understanding of waterways, agriculture and nutrient management in the south west of Australia. • Excellent organisational skills with a demonstrated capacity for self-motivation, developed time management skills, prioritisation of workloads and an ability to meet deadlines. • Excellent communication, and interpersonal skills including the ability to facilitate strong working relationships with landholders and stakeholder groups. • Ability to work independently and as a member of a team in a dynamic and multidisciplinary environment.
DESIRABLE	<ul style="list-style-type: none"> • Demonstrated experience in agricultural systems assessment, or similar, with ability to give sound and credible technical support and advice on farm management and practices. • Demonstrated experience in working with the community and/or landholders in NRM or environmental projects to achieve positive on-ground results. • Familiarity with geographic information systems (GIS).

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