



22 February 2018

Dear Applicant

**Application Kit – Regional Extension Coordinator - Grazing**

Thank you for your interest in applying for the Regional Extension Coordinator position with Cape York Natural Resource Management.

This position is ideally based in Cape York NRM's Cooktown office, however subject to Board approval the position may also be located from our Cairns, Atherton or Mareeba offices.

You will receive the following working benefits whilst enjoying the lifestyle that comes with living and working in Far North Queensland:

- Fixed-term, full-time (75 hrs per fortnight negotiable) until 30 June 2020
- 9.5% Superannuation.
- Flexible working conditions.
- 4 weeks' annual leave (pro rata) with 17.5% leave loading.

The application process requires the submission of the following:

1. Cover letter (please indicate whether working from our Cooktown office is possible)
2. Resume (maximum 5 pages)
3. A separate document addressing the selection criteria (maximum two pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

Applications must be emailed to [jobs@capeyorknrm.com.au](mailto:jobs@capeyorknrm.com.au).

The closing date for applications is **Monday 12 March 2018** and your application must be submitted by 4:00 PM (AEST). Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact Carlie Irons on 0400 073 778. It is anticipated that interviews will be conducted during the week beginning **19 March 2018**.

For further information on this position, please direct enquiries to Will Higham on 0488 980 090 or [whigham@capeyorknrm.com.au](mailto:whigham@capeyorknrm.com.au). All applications will be treated with the utmost confidentiality.

Kind Regards

A handwritten signature in blue ink that reads 'Bob Frazer'.

Bob Frazer  
Chief Executive Officer



<b>Position:</b>	<b>Regional Extension Coordinator - Grazing</b>
<b>Reports to</b>	Cape York Natural Resource Management's Operations Manager, and the Department of Agriculture and Fisheries' Manager – Regional Extension Coordination
<b>Supervises</b>	Nil
<b>Location</b>	This position is based in Cape York NRM's Cooktown office, however, working from another appropriate regional centre maybe considered.
<b>Classification</b>	Band 3 Level 1
<b>Employment term</b>	Full-time fixed term until 30 June 2020
<b>Salary Range</b>	From 1 July 2017 the base salary range is \$73,496 to \$79,554 per annum full time equivalent or \$37.56 to \$40.66 per hour.

### Position Purpose

This position is responsible for working with industry groups, Great Barrier Reef regional Natural Resource Management (NRM) bodies, government and private agribusiness companies to plan and coordinate Reef water quality extension in the Cape York and Wet Tropics NRM Regions grazing industry.

You will be working with Regional Extension Coordinators within each of the Reef regions and the Department of Agriculture and Fisheries' Manager for Regional Extension Coordination to deliver Recommendation 3 of the Great Barrier Reef Water Science Taskforce's report for '*more effective, targeted and coordinated extension to support large scale management practice change*'.

You will interact with a range of Australian and Queensland government funded projects delivering on-ground services to producers (including the Best Management Practice (BMP) programs, Major Integrated Projects (MIPs) and Reef Trust projects). You will assist in coordinating the delivery of those projects to ensure minimal duplication and maximised impact. You will work closely with the Paddock to Reef program to evaluate and report the effectiveness of extension and to help direct resources to priority areas.

### Key Accountabilities

#### Management Accountabilities

- Plan and implement the recommendations in the Reef Plan Extension and Education Strategy and Implementation Guide and the Review of Extension and Education in the Reef Catchments relevant to the Cape York and Wet Tropics NRM Regions grazing industry.
- Strategically plan and coordinate the delivery of Reef water quality projects in the region, including extension, incentives and BMP programs, to accelerate long term management practice change.
- Annually collate information on extension projects, activities and extension personnel to update the Reef Extension spatial dataset and present information to regional stakeholders.

### **Technical Responsibilities**

- Assist the Paddock to Reef Program and extension personnel in spatial monitoring and evaluation of extension effort and impact to ensure that management improvement from extension is represented in the annual Reef Report Cards.
- Collate and disseminate relevant information on the latest research, water quality monitoring, economics and management practice adoption results to regional extension personnel, to help inform strategies for more effectively targeting and delivering extension projects to achieve regional water quality targets.

### **Partners and Communication**

- Undertake an annual skills audit and training needs analysis of extension personnel and support the development and implementation of regional training programs.
- Coordinate regional and cross-regional extension activities (e.g. workshops, field days, meetings etc.) aligned to major agricultural industries within GBR catchments.
- Establish a network of regional extension delivery personnel from industry, NRM bodies, government and private organisations.

### **Work Health & Safety**

- Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.

### **Problem Solving**

- Work with community partners and staff to find realistic, practical and where possible creative solutions to existing and emerging issues, barriers, challenges and problems.

### **Qualifications and experience**

- Relevant degree or equivalent project planning and coordination experience.
- Demonstrated project management skills and experience, including the ability to develop and work within budgets, meet deadlines, motivate staff; and maximise results from limited resources.

### **Organisation-wide responsibilities**

- Participate as required in multidisciplinary working group arrangements
- Participate in performance review processes
- Perform all duties in accordance with Cape York NRM policies and procedures and code of conduct
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

### **Additional Factors**

- Open 'C' class drivers' licence required, with experience driving 4WD vehicles essential.
- The position requires you to work flexible hours which includes out of ordinary working hours and weekends.
- Queensland, inter-state and remote area travel on short notice involving overnight stays may be required.

## Selection Criteria

### Management Accountability

- Proven ability to work independently to successfully deliver and manage complex projects, including project planning, coordination, implementation and monitoring, evaluation and reporting.
- Demonstrated capacity to collate information and use it to strategically plan and prioritise collaboratively with others within and external to the organisation.

### Technical Responsibilities

- Knowledge of agricultural industries and the role of extension in supporting management practice adoption.
- Demonstrated experience working in natural resource management, agriculture or a closely related field, with sound knowledge of, and experience in addressing priority issues in the Cape York and/or Wet Tropics regions, as well as an understanding of regional arrangements for natural resource management.
- Experience in providing support and advice to extension staff in NRM.

### Partnership and Communication

- Demonstrated facilitation, negotiation and partnership building skills across a range of relevant sectors, including industry, landholders, local government, community groups, traditional owners, research organisations and the private sector.
- Good communication skills and the ability to support and motivate people within and beyond the organisation.
- Good report writing skills.

### Problem solving

- Ability to work independently and resolve problems at the local area involving some complexity.

### Workplace Health and Safety

- Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.

### Qualifications and experience

- Relevant degree or equivalent project planning and coordination experience.
- Demonstrated project management skills and experience, including the ability to develop and work within budgets, meet deadlines, motivate staff; and maximise results.



Approved

Robert Frazer

22 February 2018

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**Signature**

**Name**

**Date**

Chief Executive Officer  
Cape York Natural Resource Management