

28 August 2019

Dear Applicant

**Application Kit – Fire Management Project Coordinator**

Thank you for your interest in applying for the Fire Management Project Coordinator position at Cape York NRM. This is a full time fixed term position (until 30 July 2020) which is based in our Cooktown Office.

To be considered for this position applications must be submitted online at <https://capeyorknrm.com.au/about/vacancies>. The online application process includes the submission of the following:

1. Online application form
2. Cover letter
3. Resume (maximum 5 pages)
4. 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.

The closing date for applications is Monday 16 September 2019 and your application must be submitted by 9 am (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 Denise Hinks on 0429 007 954. It is anticipated that interviews will be conducted during the week of 16 September 2019.

For further information on this position, please email enquiries to Kerri Woodcock ([wcttaa@capeyorknrm.com.au](mailto:wcttaa@capeyorknrm.com.au)). All applications will be treated with the utmost confidentiality.

Kind Regards



John Gavin  
Chief Executive Officer



## POSITION DESCRIPTION

<b>Position</b>	<b>Fire Management Project Coordinator</b>
<b>Reports to</b>	Biodiversity and Fire Program Manager
<b>Works with</b>	Biodiversity and Fire Team
<b>Location</b>	Cooktown
<b>Employment Terms</b>	Fixed Term until 30 July 2020 (with possible extension) Full time (75 hours per fortnight)
<b>Classification</b>	Level 3.1
<b>Salary Range</b>	The salary package range from 6 August 2018 is \$83,908 – \$90,824 per annum full time equivalent (includes annual leave plus 17.5% annual leave loading and super guarantee)

### About this role

Cape York Natural Resource Management (Cape York NRM) is a not-for-profit organisation that works to encourage voluntary adoption of improved natural resource management across all land tenures and land uses on Cape York. We focus on achieving positive outcomes for the people of Cape York through the coordination and delivery of high quality programs that meet the standards of both government and commercial clients.

The position is responsible for facilitating effective engagement and participation of Cape York people in improved fire management. The position is responsible for building and maintaining networks and partnerships that improve fire management on Cape York and will work across tenures and stakeholders to support land managers to improve fire management for conservation and production outcomes.

The position will focus on improving governance of fire management across scales that are central to improving delivery of fire management across Cape York and identify obstacles and opportunities for improvement. This includes coordinating the delivery of the Land Restoration Funded project working with landholders in the Normanby Basin, providing support and accurate information to Cape York land managers for opportunities to participate in the carbon economy in relation to fire management, work with State Government agencies and fire management groups for improved coordination, support Indigenous ecological burning and burning for conservation.

### Duties of role

To achieve the outcomes required by this role, you must be able to:

- Work within allocated work/project budgets.
- Complete required reporting, delivered on time and to a satisfactory standard.
- Manage planning, delivery and reporting of land and water projects.
- Coordinate and manage spatial information and mapping services on properties.
- Work with the Communications Officer and Community Engagement Officer as necessary and appropriate.
- Assist with the preparation of articles, Facebook posts and photos for communications products to update the community about Cape York matters as they relate to your work program.

- Provide regular reporting to the Biodiversity and Fire Program Manager on work completed and key activities underway.
- Assist with the preparation of competitive grant funding or sponsorship applications.
- Comply with all Cape York NRM policies and procedures.
- Attend Cape York meetings when requested, including presenting outcomes of the work program.

## **Key Accountabilities**

### **Management Accountability**

- Contribute to and instil by example a positive culture that is aligned to the company's mission, objectives, values and principles.
- Develop and implement an annual work plan in conjunction with the Biodiversity and Fire Program Manager.
- Developing opportunities for Cape York Land Managers to benefit from the Qld Government's Land restoration Fund (LRF) including managing the delivery, monitoring, performance reporting and evaluation of the LRF funded project working with the land managers of the Normanby Basin.
- Develop appropriate work plans and project budgets within the context of organisational wide commitments and budgets.
- Actively participate as part of the Biodiversity and Fire team to ensure development and delivery of the Company's strategic and operational goals.
- Provide regular reporting to the Biodiversity and Fire Program Manager on work completed and key activities underway.
- Excellent time management skills with the ability to set and meet deadlines.

### **Technical Responsibilities**

- A sound knowledge of fire management in a tropical Savanna context, including carbon credit generation, traditional ecological knowledge and fire management, and the application of best practice natural resource management.
- High level of computer skills particularly in relation to data collection and analysis, mapping, budgeting and reporting.
- Experience in project management include work planning, monitoring, and budget management.
- Knowledge and experience of GPS devices and portable data recording devices.

### **Partnerships and Communication**

- Build positive and mutually-beneficial working relationships with all Cape York NRM staff.
- Work closely with Cape York NRM communications staff to ensure quality information is provided to support communications about achievements.
- Experience in industry engagement and the delivery of capacity building activities for the agricultural and pastoral sectors.
- Building and maintaining relationships with key stakeholders including Northern NRM Alliance partners, Cape York organisations and land managers, land trusts, Indigenous groups, carbon industry participants, the conservation sector and research organisations.
- Develop and deliver community capacity building and community education activities, including positively raising awareness of Cape York NRM's activities and programs.

### **Problem Solving**

- Work with the Biodiversity and Fire team to find realistic, practical and where possible creative and innovative solutions to existing and emerging issues, barriers, challenges and problems relating to natural resource management.
- Demonstrated ability to work independently, including identifying and analysing problems to develop and implement improvements.

## **Organisation wide responsibilities**

- Participating as required in multidisciplinary working group arrangements
- Participating in performance review processes
- Performing all duties in accordance with Cape York NRM's Policies and Procedures and code of conduct

- Actively promoting and fostering a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

### Additional Factors

- A current Australian Class C drivers' licence is essential.
- Ability to travel and spend nights away from the home base to attend meetings, conferences and training.
- Experience operating in remote areas and operating 4-wheel drive vehicles is desirable

### Selection Criteria

<b>Management &amp; Accountability</b>
<ul style="list-style-type: none"> <li>• Demonstrated ability and willingness to work effectively with diverse stakeholder groups (farmers, graziers, Indigenous landholders, and community and industry groups, government) and with staff of partner organisations to develop and implement fire management projects.</li> <li>• Demonstrated time management skills with an ability to manage multiple projects and meet deadlines.</li> </ul>
<b>Technical Responsibilities</b>
<ul style="list-style-type: none"> <li>• A sound technical knowledge of NRM practices with particular emphasis on the interrelationships with fire management.</li> <li>• Experience in organising meetings, events, field days and workshops.</li> <li>• Experience in the use of GIS systems, GPS equipment, monitoring equipment, or ability to rapidly acquire these skills.</li> <li>• High degree of computer literacy including proficiency with Microsoft Office suite.</li> <li>• Demonstrated ability in project management including: work plan development and prioritisation, monitoring, evaluation and reporting against work plan and project outcomes.</li> </ul>
<b>Partnerships &amp; Communication</b>
<ul style="list-style-type: none"> <li>• Demonstrated community engagement experience with the ability to engage across all sectors with experience and/or strong working knowledge of Cape York and regional NRM issues.</li> <li>• A confident communicator with the ability to work across cultures and a demonstrated ability to engage with Indigenous Australians.</li> <li>• Demonstrated ability to work across teams of people with different skills and expertise.</li> </ul>
<b>Problem Solving</b>
<ul style="list-style-type: none"> <li>• Demonstrated ability to work independently and identify and analyse problems, and develop and implement improvements.</li> </ul>
<b>Workplace Health and Safety and Personal Conduct</b>
<ul style="list-style-type: none"> <li>• Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.</li> </ul>
<b>Qualifications and Experience</b>
<ul style="list-style-type: none"> <li>• Qualification in Environmental Science, Natural Resource Management Fire ecology or related field and/or extensive relevant industry experience.</li> <li>• Current open 'C' class driver's license is essential.</li> <li>• Four wheel drive vehicle experience is desirable.</li> </ul>



Approved:

John Gavin

9 August 2019

**Signature**

**Name**

**Date**

Chief Executive Officer

Cape York Natural Resource Management