

30 August 2018

Dear Applicant

**Application Kit – Sustainable Industries Officer**

Thank you for your interest in applying for the Sustainable Industries officer position with Cape York Natural Resource Management.

The application process requires the submission of the following:

1. Cover letter
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 [kelly.okane@corporatenature.org.au](mailto:kelly.okane@corporatenature.org.au).

The closing date for applications is **Wednesday 19 September 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 Kelly O’Kane on 0428 278 265.

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

John Gavin  
Chief Executive Officer



## POSITION DESCRIPTION

<b>Position:</b>	<b>Sustainable Industries Officer</b>
<b>Reports to</b>	Principal Program Manager – Planning and Implementation
<b>Works with</b>	Operations Team - Gully and Grazing Projects Coordinator
<b>Location</b>	Cooktown
<b>Employment Terms</b>	Permanent Full Time
<b>Classification</b>	Level 2.3
<b>Salary Range</b>	As of 6 August 2018 the salary range is from \$68,564 to \$74,216 per annum (full time).

### Position Purpose

This position will work with Cape York region farmers, graziers and peak industry bodies (with a focus on the Lakeland agricultural area) to improve the sustainability and productivity of farming systems and improve the condition of natural resources.

A key focus area is on improving Reef water quality through encouraging and documenting voluntary improvement in soil, nutrient and pesticide management.

Water use efficiency and targeted pest and weed management are also focus areas.

This position supports the collection and provision of Paddock to Reef management practice data to the annual paddock to Reef Report card processes.

Guidance and assistance will be provided by specialist operations staff members (including the Principal Program Manager - Planning and Implementation and the Gully and Grazing Projects Coordinator).

### Key Accountabilities

#### Management Accountability

The Sustainable Industry Officer will work as a part of a multi-disciplinary team to contribute to the development and implementation of integrated sustainable agriculture projects.

The Officer will work with partners to improve delivery of information and extension services to farmers and facilitate opportunities to assist individuals, groups and the wider community to build skills and knowledge in sustainable industries and NRM, particularly focusing on best management practices in water and soil management. The Officer is also accountable for:

- Completion of any financial reporting obligations for projects using standard processes.
- Coordination and provision of other Project Support functions including:
  - o Maintaining contact lists
  - o Maintaining project tasks lists
  - o Maintaining project sites in database
  - o Maintaining appropriate record keeping

## Technical Responsibilities

- Engage with land managers and Industry peak bodies to periodically review and update Cape York agriculture and grazing management practice frameworks.
- Promote practice change and on-ground works that aim to reduce the amount of sediment and/or nutrients and/or pesticides entering significant inland or coastal waterways through engagement in small grants programs and/or demonstration sites and/or other case study communications.
- Undertake an annual benchmark of management practice adoption across both agriculture and grazing for Paddock to Reef reporting purposes.
- Encourage and support agriculture producers and graziers to undertake voluntary water quality monitoring programs that aim to collect and interpret water quality information relating to different management practices.
- Encourage and support agriculture producers and graziers to improve strategic localised weed and pest management via property based mapping and facilitating implementation of localised control.
- Use Microsoft Office, Google Drive, Fulcrum, GPS and GIS software and other technology solutions in the context of the position purpose.

## Partnerships and Communication

- Foster agriculture producers and grazier engagement in sustainable NRM, including bringing them together to share case study/ demonstration site / project learnings, latest industry research and development and identify practical opportunities to work together.
- Develop and foster beneficial partnerships between Cape York NRM and other NRM groups, industry groups, local councils, catchment and Landcare groups, and other stakeholders that will contribute to the successful coordination and delivery of sustainable industry outcomes.

## Problem Solving

- Under limited guidance, identify and analyse risks associated with projects and resolve these problems appropriately.

## Organisation wide Responsibilities

- Participate as required in multidisciplinary working group arrangements;
- Utilise Cape York NRM's knowledge and information systems including monitoring, evaluation, reporting and other communication processes;
- Participate in performance review processes;
- Perform all duties in accordance with Cape York NRM's Policies and Procedures and code of conduct;

## Additional Factors

- 'C' class drivers' licence is required.
- The position may be required to work flexible hours which may include out of ordinary working hours and weekends.

## Selection Criteria

<b>Management Accountability</b>	
<ul style="list-style-type: none"> <li>• Demonstrated ability and willingness to work effectively with diverse stakeholder groups (Farmers, Graziers, Indigenous landholders, community and industry groups, government) and with staff of partner organisations to develop and implement sustainable agriculture projects or ability to rapidly acquire these skills</li> <li>• Demonstrated time management skills with an ability to manage multiple projects and meet deadlines or ability to rapidly acquire these skills</li> </ul>	
<b>Technical Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Experience and/or technical skills/knowledge of sustainable farming practices, irrigation practices, soil management, pest and weed management or ability to rapidly acquire this knowledge.</li> <li>• Knowledge and experience of GPS devices and portable devices (ie ipad) for recording management practice changes or ability to rapidly acquire these skills</li> <li>• Demonstrated ability in project management including: work plan development and prioritisation, monitoring, evaluation and reporting against work plan and project outcomes.</li> <li>• High degree of computer literacy including proficiency with Microsoft Office suite or ability to rapidly acquire these skills.</li> </ul>	
<b>Partnerships and Communication</b>	
<ul style="list-style-type: none"> <li>• Demonstrated ability to communicate effectively as required to support improvement of land management practices.</li> <li>• Demonstrated ability to work across teams with 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</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 Agricultural Science or Environmental Science or Natural Resource Science (or working towards qualification) or relevant industry experience is essential.</li> <li>• Knowledge and experience with Regional Body Paddock to Reef reporting requirements would be beneficial</li> <li>• Current open 'C' class drivers license held</li> <li>• Four wheel drive vehicle experience would be beneficial</li> </ul>	

		John Gavin	23 August 2018
<b>CEO Approval:</b>	<b>Signature</b>	<b>Name</b>	<b>Date</b>