

25 March 2021

Dear Applicant

Application Kit – Program Support Officer

Thank you for your interest in applying for the Program Support Officer position at Cape York Natural Resource Management (Cape York NRM). This is a part time fixed term position which is based in our Atherton office.

To be considered for this position applications must be submitted online at www.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 12 April 2021 and your application must be submitted by 9:00 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 hr@corporatenature.org.au. It is anticipated that interviews will be conducted during the week of Monday 12 April 2021.

For further information on this position, please direct enquiries to admin@capeyorknrm.com.au. All applications will be treated with the utmost confidentiality.

Kind Regards



John Gavin
Chief Executive Officer



POSITION DESCRIPTION

Position	Program Support Officer
Reports to	Corporate Services Manager
Works with	Corporate Services team
Location	Atherton
Employment Terms	Fixed Term until 30 June 2023 Part time (60 hours per fortnight - negotiable)
Classification	Level 3.1
Salary Package	The salary range is \$77,215 – \$83,579 per annum full time (37.5 hr week). Plus 5 weeks annual leave with 17.5% annual leave loading, plus 9.5% super guarantee.

Position Purpose

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. 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 Project Support Officer supports the operations of Cape York NRM by assisting project managers to administer their projects by helping to develop project applications, develop and monitor budgets, meet reporting obligations, develop subcontracts and deal with other types of project administrative matters.

Management Accountability

- Manage workloads and prioritise tasks to ensure that project reporting deadlines are met.
- Assisting with the development of project applications, specifically budgeting and corporate documentation requirements.
- Coordination of the preparation and execution of project investment contracts (contracts In) including identifying any risks, creating sales orders, alerting project staff of upcoming milestones and issuing invoices to funding providers for payment.
- Coordination of the execution of outgoing project contracts (contracts Out) including identifying risks, creating purchase orders, alerting project staff of upcoming milestones and obtaining the appropriate approvals for payment of invoices from sub-contractors.
- Contributing to reviews of systems to improve project management efficiency.
- Contribute to the electronic tracking of all contracts and related documents including monitoring of contract delivery and expenditure to enhance performance and financial reporting.

- Provision of support to ensure project budgets are in place and are regularly monitored escalating any variances to project staff/teams. This includes quality control and budget loading to finance system.
- Completion of any financial reporting obligations for projects using templates provided by the funding providers. This includes liaison with auditors for those projects that require auditor sign off.
- Coordination and provision of other Project Support functions including:
 - Maintaining project tasks lists
 - Maintaining project sites in project management sites or systems (with support from the Systems Analyst)
 - Assistance with project recruitment (with assistance from the Corporate Support Manager)
 - Dealing with meeting/workshop logistics, secretariat services, payment to externals for meeting attendance (with the assistance of administration staff)

Technical Responsibilities

- Provide analysis of contracts, project logistics and planning, reporting and project budgets to staff and management with a focus on identifying risks and recommending mitigating strategies.
- Use Microsoft Office, Reckon finance system, Google Drive and other technology solutions in the context of the position purpose.

Partnerships and Communication

- Build positive and mutually-beneficial working relationships with all Cape York NRM staff and the partners of the Northern NRM Alliance.
- Subject to directions from the Project Managers, this role may liaise with internal and external stakeholders on matters affecting investment contracts, outgoing contracts, project budgets, recruitment and project logistics and reporting.
- Work closely with Cape York NRM communications staff to ensure quality information is provided to support communications about achievements.
- In this role, the Administrative Assistant will be in daily contact with the public and Cape York NRM staff. This role requires:
 - good communication skills
 - a courteous and friendly manner and a helpful “can do” attitude
 - the ability to nurture strong relationships and
 - a commitment to teamwork
 - The role also requires exceptional communication skills to communicate with community members, employees, directors and the CEO.

Problem Solving

- Under limited guidance, identify and analyse risks associated with projects and resolve these problems appropriately.
- Develop and implement improvements to maintain an efficient contract, budgetary and performance reporting function.
- Work with the Cape York NRM 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.

Organisation wide responsibilities

- Participate as required in multidisciplinary working group arrangements.
- Contribute to, utilise and improve 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 Natural Resource Management Policies and Procedures and all codes of conduct.
- Actively promote and fostering a culture whereby all employees comply with Workplace Health and Safety provisions in each workplace.

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.
- You must be eligible to work in Australia (you are an Australian citizen or a permanent resident of Australia or New Zealand or have a valid visa that provides work rights).

Selection Criteria

<p>Accountabilities</p> <ul style="list-style-type: none"> • Demonstrated ability to develop and manage the business support functions of programs; support program/project staff to develop and manage project budgets and meet reporting obligations; and maintain project management systems. • Proven time management skills with an ability to manage multiple complex matters and meet deadlines. • Demonstrated experience managing staff with an emphasis on work planning and review.
<p>Technical Responsibilities</p> <ul style="list-style-type: none"> • High degree of computer literacy including proficiency with Microsoft Office suite and Finance systems. • Demonstrated working knowledge of project management, contracting, budgeting, and cost control principles, including the demonstrated ability to develop, manage and analyse financial budgets and prepare and review contracts, financial reports, statements and projections. • Experience in not-for-profit business, HR and logistics an advantage. • An understanding of contract law and risk management and its application.
<p>Partnership and Communication</p> <ul style="list-style-type: none"> • Demonstrated highly developed interpersonal verbal and written communication skills, with the ability to persuasively communicate clear contractual and budgetary information to relevant stakeholders and reconcile different points of view. • Demonstrated ability to work across teams with people with different skills and expertise.
<p>Problem solving</p> <ul style="list-style-type: none"> • Demonstrated ability to work independently and identify and analyse problems, and develop and implement improvements.
<p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.
<p>Qualifications and experience</p> <ul style="list-style-type: none"> • Qualification in Business, Commerce, Project Management (or working towards qualification) or relevant industry experience is essential. • Previous involvement in the management and successful delivery of government funding agreements/grant management would be an advantage. • Knowledge of not-for-profit and community interests would be useful.



CEO Signature

John Gavin

Name

25 March 2021

Date