



3 March 2021

Dear Applicant

**Application Kit – Water Quality Project Coordinator**

Thank you for your interest in applying for the Water Quality Project Coordinator position at Cape York Natural Resource Management (Cape York NRM). This is a full-time fixed term position until 30 June 2022. This position can be based from either our Atherton or Cooktown offices.

To be considered for this position applications must be submitted via email to [hr@corporatenature.org.au](mailto:hr@corporatenature.org.au). The application process includes 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.

The closing date for applications is Monday 15 March 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](mailto:hr@corporatenature.org.au). It is anticipated that interviews will be conducted during the week of Monday 22 March 2021.

For further information on this position, please email enquiries to the Sustainable Agriculture and Water Quality Manager, [michael.goddard@capeyorknrm.com.au](mailto:michael.goddard@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>Water Quality Project Coordinator</b>
<b>Reports to</b>	Sustainable Agriculture and Water Quality Manager – Michael Goddard
<b>Works with</b>	Sustainable Agriculture and Water Quality Programs Team
<b>Location</b>	Atherton or Cooktown
<b>Employment Terms</b>	Fixed Term (1 April 2021 – 30 June 2022) Full Time (75 hours per fortnight)
<b>Classification</b>	2.3
<b>Salary Range</b>	The salary range is \$69,935 – \$75,700 per annum full time (37.5 hr week). Plus 5 weeks annual leave with 17.5% annual leave loading, plus 9.5% super guarantee.

### About Cape York NRM

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.

Cape York NRM is a member of the North Queensland NRM Alliance (the Alliance) with Terrain NRM and Northern Gulf Resource Management Group. The Alliance aims to deliver more effective NRM services through sharing resources, delivering cross regional projects and collectively operates across all of Far North Qld.

Our staff work with land and sea managers, traditional custodians, agricultural producers, graziers and ranger groups on a wide variety of programs that enhance Cape York's terrestrial, marine and freshwater ecosystems. This supports work that addresses a range of issues including agricultural productivity, fire management and climate change. In addition, we work to address threats to the environment, culture and communities, including loss of threatened species and managing invasive species, such as feral pigs and weeds.

The Water Quality Project Coordinator will work with relevant project staff, land trusts and land managers to deliver projects aimed at improving water quality through erosion control and mitigation, revegetation and to increase landholder capacity to deliver these projects throughout Cape York.

A core requirement will be the delivery of the Normanby Basin Gully Remediation Demonstration Site program. Through the remediation of erosion features and works training the project aims to build the capacity of Indigenous participants and organisations to engage in and deliver erosion control projects in the Normanby Basin and throughout Cape York. The remediation works are aimed to build broader community knowledge and capacity in relation to erosion control and to increase the job readiness of Indigenous people through training in earthworks and machinery operation.

The Coordinator will work closely with land managers, relevant Indigenous organisations, contracted engineers and the Department of Environment and Science to organise and ensure delivery of Cultural Heritage clearances, training events, materials and earthmoving contractors to complete training and on-ground works. The coordinator will also work with Griffith University staff to coordinate installation and retrieval of monitoring equipment, organising training participants, and ensuring completion of earthworks following detailed engineering designs provided by Griffith University.

### **Management Accountability**

- Engage with land trusts, Traditional Owners, government departments and other relevant stakeholders to ensure timely delivery of the program
- Compile and submit reports for on-ground works activities and work alongside the finance team to develop contracts that relate to these activities
- Produce and submit reports to the program manager for submission to the funding providers in the expected timeframe
- Work alongside relevant staff to develop funding applications.
- Work alongside the M&E department staff to develop and refine M&E activities
- Contribute to across organisation project teams and working groups

### **Technical Responsibilities**

- Promote practice change and on-ground works that aim to reduce the amount of sediment entering significant inland or coastal waterways through engagement with Indigenous groups in the region and beyond, where applicable
- Effective time management and organisation of staff, training and contractors to meet deadlines for the program
- Encourage and support traditional owners to embrace opportunities to engage in and complete training that increase capacity to design and implement erosion remediation activities On Country
- Use Microsoft Office, Google Drive, Fulcrum, GPS and GIS software and other technology solutions in the context of the position purpose

### **Partnerships and Communication**

- Develop and foster beneficial relationships with project partners and relevant government organisations to deliver the strategic outcomes of the program.
- Build the capacity of partner organisations to deliver quality on-ground works projects for their internal outcomes and provide support where required.
- Develop and foster beneficial partnerships between Cape York NRM, Northern NRM Alliance partners, other NRM groups, industry groups, local councils, catchment and Landcare groups, and other stakeholders that will contribute to the successful coordination and implementation of NRM outcomes.
- 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.
- Develop and deliver community capacity building and community education activities, including positively raising awareness of Cape York NRM's activities and programs.

### **Problem Solving**

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

- 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

- Work with the communications team to support the production of extension and communication material
- 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, in particular those related to work health safety.

### 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>▪ Proven ability to manage the efficient and effective delivery and administration of a major and complex project in coordination with a wide range of internal and external partners</li> <li>▪ Undertake report writing, grant applications, subcontracting and project acquittals with the assistance of specialist staff.</li> <li>▪ Demonstrated ability and willingness to work effectively with diverse stakeholder groups (farmers, graziers, Indigenous landholders, and community and industry groups, government) and with the staff of partner organisations to develop and implement natural resource management projects.</li> </ul>
<b>Technical Responsibilities</b>
<ul style="list-style-type: none"> <li>▪ Demonstrated experience working in Cultural Heritage and or natural resource management, or closely related field, with sound knowledge of, and experience in addressing issues with regard to land remediation and or grazing land 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 the ability to rapidly acquire these skills.</li> <li>▪ A 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> <li>▪ Competent in the use of a range of Microsoft Office products and project management systems.</li> </ul>
<b>Partnership and Communication</b>
<ul style="list-style-type: none"> <li>▪ Facilitation, negotiation and partnership building skills across a wide range of sectors including industry, local government, community groups, research organisations and the private sector.</li> <li>▪ Ability to recognise/identify potential conflicts and communicate with clients and members of the public to avoid or minimise conflicts of a general nature and facilitate solutions.</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, including identifying and analysing problems to develop and implement improvements.</li> </ul>
<b>Workplace Health and Safety</b>

- 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**

- Demonstrated experience in working with Traditional Owner groups and land managers
- Relevant qualification or significant experience in delivering engineered earthworks projects
- Demonstrated training in fields valuable to deliver Reef health outcomes is desired, such as land management, water quality, soil health, and nutrient and pest management.
- A current open 'C' class driver's license is essential.
- Four wheel drive vehicle experience is desirable.



John Gavin

3 March 2021

**CEO Approval: Signature**

**Name**

**Date**