

07 December 2023



Dear Applicant

Application Kit - Natural Resource Management Program Manager

Thank you for your interest in applying for the Natural Resource Management Program Manager position at Cape York Natural Resource Management (NRM). This is a fixed Term for 12 month position with possibility of extension, based in Cairns or Cooktown.

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.

The successful applicants that are shortlisted will be contacted immediately for an interview. Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please email hr@capeyorknrm.com.au.

For further information on this position, please direct all enquiries to Pip Schroor at pip.schroor@capeyorknrm.com.au or phone 07 4091 2273.

Yours sincerely

A handwritten signature in black ink, appearing to read "Pip Schroor", written over a light pink background.

Pip Schroor
CEO



Position Description

Position Title	Natural Resource Management Program Manager	Location	Cairns or Cooktown
Supervises	Program Managers, Project officers and other staff depending on team arrangements.	Reports to	Chief Executive Officer
Classification	Band 4.1E – 4.1A	Employment terms	Fixed Term for 12 months Full time hours with possibility of extension
Salary Range	\$118,513 – \$128,286		

The Role

Cape York NRM (Natural Resource Management) is seeking a dedicated and passionate NRM Manager to play a pivotal role in driving the organisation's mission and objectives. As the NRM Manager, you will be responsible for providing leadership, expertise, and strategic direction in managing natural resources in the Cape York Peninsula region. This position offers an exciting opportunity to make a positive impact on the environment, communities, and sustainable development in this unique and diverse landscape.

The purpose of the position is to provide support to, and participate in the development and delivery of Cape York NRM's Natural Resource Management programs and projects and build sustainable NRM programs with the Cape York Peninsula community. Cape York NRM is staffed by a dedicated team who work with individuals, groups and communities across Cape York Peninsula to care for Country, through activities that promote and support the organisation's mission.

The NRM Program Manager is responsible for the attainment of the Organisation's objectives through leadership that inspires people to efficiently and effectively develop and deliver on the organisation's NRM plan in accordance with the values and principles that guide the organisation.

The position is responsible for the day to day program management along with management of project staff in order to carry out contractual requirements of grants being held by Cape York NRM and build sustainable NRM programs with the Cape York Peninsula community.

About Cape York NRM

Cape York NRM is a not-for-profit organisation and registered charity, with a mission to help people work to care for the natural environment while promoting the sustainable use of natural resources in Cape York Peninsula. The organisation is involved with partnerships across Cape York, and through these relationships, implement activities based on principles of sustainable development, capacity building, project support and development, and regional coordination and planning.

Key Leadership Roles & Responsibilities

Relationships: Maintain close, effective relationships with the CEO, Management Team members and reporting staff; provide the CEO with timely, accurate and relevant information; provide prompt advice regarding any adverse developments in relation to the organisation and its operating environments.

Leadership: Implement decisions of the Board of Directors, CEO and Management Team; engage and support the workforce to achieve optimum sustainable performance; instil by example a positive culture that is aligned to the organisation's mission, objectives, values and principles.

Knowledge Sharing and Communications: Be an interface between the CEO and staff and the Organisation and the community; provide the CEO, Management Team and staff with accurate and timely information; ensure the organisation's mission, programs, products and services (brand and reputation) are presented in a strong, positive way.

Decision Making: Contribute to the development of operational policies, plans and business recommendations and present them to the CEO; allocate resources within the operations section; guide or decide courses of operational action.

Program Product and Service Delivery: contribute to the design, promotion, delivery and quality of operational programs; contribute to sourcing and allocation of sufficient resources and capacity to carry out operations. Support for the CEO to acquire sufficient resources to expand the Organisation's capacity to deliver

Strategic Management: contribute to the development and implementation of strategic, business and investment plans and actions; ensure all Operations activities are aligned with the Organisation's strategy, mission, values, objectives policies and procedures; monitor the external and operating environments for change that may provide opportunities or threats; provide strategic leadership to the organisation through participation as a member of the Executive Management Team and contribution to its work.

Human Resource Management: Attract and retain Operational staff and consultants with the skills, competencies, attributes, qualities and characteristics to meet existing and future organisational requirements; meet all workforce and contract related legal, moral and social obligations

Financial, Tax, Legal and Risk Management: Contribute to development of the annual Operations and associated capital budgets (Corporate Services Manager has leadership responsibility); manage the organisation's resources in accordance with the annual Operations projects budgets; monitor projects financial and operational performances; implement strategic, comprehensive and systematic risk management processes across all of the Operational activities for which the position is responsible.

Skill Requirements / Key Selection Criteria

Essential

- Demonstrated minimum of five years experience in operational and strategic leadership roles related to the Natural Resource Management sector.
- Experience in senior management roles, preferably within a funded not for profit organisation, including responsibilities for program and project development, operational planning and strategy development and implementation, risk management and financial and operational performance.
- Demonstrated leadership ability including the development and successful implementation of program management strategies.
- Demonstrated skills in the effective management of multi-disciplinary and multi-jurisdictional work teams.
- Strong commercial acumen and financial awareness with an ability to weigh investment versus benefits within the context of overall organisational capabilities and objectives.
- Demonstrated high level relationship management, negotiation, facilitation and engagement skills
- Proven ability to collaborate and engage effectively with First Nations People.
- High level communication skills including the ability to communicate with people at different levels within Government, Community and Industry Groups, and media; including the ability to engage with and gain support of stakeholder groups.

Qualifications and Experience

- Tertiary qualifications in Natural Resource Management, Environment, Engineering or Project Management or equivalent experience in senior leadership and management roles.
- Extensive knowledge and experience in the planning, delivery, monitoring and evaluation of environmental and Natural Resource Management strategies, programs and projects.
- Extensive and 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.
- Understanding of Natural Resource Management issues, processes and the role of community and business in Natural Resource Management.
- Experience working and/or living on Cape York Peninsula would be an advantage.
- Advanced Computer Literacy (Microsoft Suite products, Open Project and Google Docs).
- A current Australian class C driver licence.
- A current Blue Card or able to attain.
- A criminal history check will be required before the commencement of employment.
- A current First Aid & CPR Certification or able to attain.
- Ability to work flexible hours, i.e. out-of-ordinary hours and weekends as this role may require frequent remote area travel.
- Ability to travel and spend nights away from the home base to attend fieldwork, meetings, conferences and training.