

16 July 2024

Dear Applicant

Application Kit - Program Lead: Landscape Repair

Thank you for your interest in applying for the Program Lead: Landscape Repair position at Cape York Natural Resource Management (Cape York NRM). This is a full-time contract to the 30th June, 2030 with the possibility of extension, based in the Cairns or 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. The closing date for this role is 4pm Monday 5th August 2024 unless otherwise suitable applicants have been received before this date.

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 call Nicole Doyle, People and Culture Officer, 0459 386 344 or email nicole.doyle@capeyorknrm.com.au

Yours Sincerely



Pip Schroor
Chief Executive Officer

Position Description

Program Lead - Landscape Repair



Position	Program Lead - Landscape Repair
Reports to	Program Manager
Direct Reports	Project Officers and staff depending on team arrangements
Works with	All Staff within the organisation across multiple teams and work locations
Location	Cairns or Cooktown office
Employment Terms	Full-time 37.5hrs/week, fixed term contract to 30 th June 2030
Classification	Band 3.3E- 3.3 B (\$108,115 - \$114, 746 +super)
Salary Range	Salary - negotiable, commensurate with experience, including 5 weeks annual leave plus 17.5% annual leave loading, plus superannuation guarantee

Primary Objectives of the Role

Cape York Natural Resource Management (Cape York NRM) is seeking a dedicated and passionate Program Lead to play a pivotal role in driving the organisation's mission and objectives. As the NRM Program Lead, you will assume a central role in overseeing the planning, execution, and monitoring of various programs and projects throughout Cape York NRM.

The position is accountable to the Program Manager and works closely with the Leadership team and works as part of a multi-disciplinary team across the organisation. The Program Lead position will lead the effective planning, delivery and monitoring of projects focussed on improving land and water quality and delivery of natural resource management support for landholders across the Cape York NRM region.

The position is responsible for the day to day project 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.

Cape York NRM is staffed by a dedicated team who work with individuals, groups and communities across Cape York Peninsula to care for the Country, through activities that promote and support the organisation's mission.

Key Leadership Roles & Responsibilities

Management Accountability

- Lead and manage Cape York NRM Landscape Repair project and project staff, and instil by example a positive culture that is aligned to the company's mission, objectives, values and principles.
- Develop and manage the planning, delivery, monitoring, performance reporting and evaluation of

impact of key NRM Investment programs.

- Contribute to the development of Cape York NRM Plan.
- Lead the development and ongoing maintenance of safety and WHS frameworks.
- Supporting development and implementation of effective monitoring, evaluation and review systems that inform NRM planning and delivery processes, and meet the needs of internal, regional and stakeholders.
- Develop appropriate work plans and project budgets within the context of organisational wide commitments and budgets.
- Actively participate as part of the leadership team to ensure development and delivery of the Company's strategic and operational goals.
- Provide regular reporting to the Leadership team on work completed and key activities underway.

Technical Responsibilities

- Expertise in the NRM sector and the application of best practice natural resource management.
- Knowledge in the restoration of gully systems, rehabilitation of stream banks and grazing land management to enhance water quality and reduce sediments.
- Knowledge in sustainable land management principles, sustainable grazing practices, with a strong focus on engaging landholders in landscape repair projects.
- High level of computer skills particularly in relation to data collection and analysis, mapping, budgeting and reporting.
- Significant experience in project management including monitoring milestones, deliverables and budgets.
- Excellent time management skills with the ability to set and meet deadlines.

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 deliverables and achievements.
- Providing effective leadership and management of staff including actively supporting the mission and values of Cape York NRM.
- Work closely with Cape York organisations and land managers, land trusts, Indigenous groups, Federal and State government, conservation and agricultural sector, community groups and other groups as required.
- Develop and deliver community capacity building and community education activities that deliver the NRM plan and program investments.
- Building and maintaining relationships with key stakeholders to achieve regional coordination and integration of natural resource management activities consistent with the Regional NRM Plan and positively raise awareness of Cape York NRM's activities, programs and opportunities for participation in program delivery and events on Cape York.

Problem Solving

- Support Cape York NRM staff 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.
- Independently apply problem solving approaches to issues/situations, ensuring an adequate analysis of necessary and available information, and the appropriate involvement of Cape York

NRM staff, partners and others.

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

Selection Criteria

Essential criteria

- Demonstrated experience and expertise in the NRM sector, with a thorough understanding of best practices in natural resource management.
- In-depth knowledge and practical experience in the restoration of gully systems, rehabilitation of stream banks, and grazing land management.
- Ability to apply these techniques to enhance water quality and reduce sedimentation, contributing to the overall health of ecosystems.
- Strong understanding of sustainable land management principles and sustainable grazing practices.
- Experience in the effective management of projects including budgeting, reporting and monitoring contributions towards NRM planning in Cape York.
- Experience in providing support and advice to community organisations working on NRM.
- Experience in managing self, staff and external contractors.
- Demonstrated ability to work independently, work with partners and staff and oversee the development of frameworks for problem solving in the area of community engagement.
- Ability to recognise/identify potential conflicts, develop strategies to avoid or minimise conflicts and facilitate solutions and conflict resolution processes.
- Demonstrated experience working in natural resource management or a closely related field, with sound knowledge of, and experience in addressing priority issues in the Cape York region, as well as an understanding of regional arrangements for natural resource management.
- Excellent interpersonal skills in leading, motivating and mentoring people within and beyond the organisation, and building productive partnerships in the delivery of programs or projects.
- High level facilitation, negotiation and partnership building skills across a wide range of sectors including industry, government, community groups, Traditional Owners, research organisations and the private sector.
- Demonstrated high quality writing skills across a range of communication products.
- Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.

Desirable criteria

- Relevant degree or equivalent qualification and considerable relevant experience.
- Considerable and demonstrated knowledge and experience in the planning, delivery, monitoring and evaluation of natural resource management strategies and plans.
- Considerable 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).
- Four-wheel drive vehicle experience is desirable.
- Experience working with Indigenous organisations on Cape York Peninsula.
- Experience working with Not-For-Profit organisations.

Additional Factors

- A current Australian class C driver's licence.
- A current Blue Card is required before the commencement of employment
- A criminal history check is 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.
- Must have permanent Australian Residency or Citizen. You will be required to provide a copy of:
 - an Australian birth certificate
 - an Australian citizenship certificate
 - a certificate of evidence of citizenship