

16 July 2024

Dear Applicant

Application Kit - Project Officer

Thank you for your interest in applying for the Project Officer position at Cape York Natural Resource Management (Cape York NRM). This is a full-time contract to the 30th June, 2028 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

Project Officer



Position	Project Officer
Reports to	NRM Program Manager
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, contract to 30 June 2028
Classification	Level 3.1E (\$88,695 + 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 Project Officer to play a pivotal role to support the organisation's mission and objectives.

The Project Officer is responsible for facilitating effective engagement and participation of Cape York people in projects focussed on improved natural resource management. The Project Officer will provide support for landholders on Cape York and will work with the Cape York NRM team, and other stakeholders, to improve land management of conservation and production outcomes.

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 Peninsula, and through these relationships, implement activities based on principles of sustainable development, capacity building, project support and development, and regional coordination and planning.

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 Roles and Responsibilities

Accountability

- Contribute to and instil by example a positive culture that is aligned to the company's mission objectives, values and principles.
- Develop and implement an annual work plan in conjunctions with the Manager
- Develop appropriate work plans and budgets within the context of organisation wide commitments and budgets.

- Actively participate as part of the Cape York NRM teams to ensure development and delivery of the Company's strategic and operational goals
- Provide regular reporting to the Manager on work completed and key activities underway.
- Excellent time management skills with the ability to set and meet deadlines.

Technical Responsibilities

- A sound knowledge of environmental principles and best practice natural resource management in relation to conservation and pastoral setting in a tropical Savanna context.
- High level computer skills particularly in relation to data collection and analysis, mapping, budgeting and reporting
- Skills and knowledge in survey techniques and monitoring of flora and fauna.
- Experience in developing and implementing on-ground projects aimed at conservation outcomes.
- Experience in project management included working planning, monitoring and budget management
- Knowledge and experience of GPS devices and portable data recording devices.

Partnerships and Communication

- Build positive and mutually beneficial working relationships with all Cape York NRM staff.
- Building and maintaining relationships with key stakeholders, Cape York organisations and land managers, land trusts and corporations, Indigenous groups, Federal and State government, conservation and agricultural sector, community groups and other groups as required.
- Experience in industry engagement and the delivery of capacity building activities for agricultural and pastoral sectors.
- Develop and delivery community capacity building and community education activities, including positively raising awareness of Cape York NRM's activities and programs

Problem Solving

- Work with the Cape York NRM teams 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.
- Demonstrated ability to work independently, including identifying and analysing problems to develop and implement improvements.

Organisation Wide Responsibilities

- Participating as required in multidisciplinary working group arrangements.
- 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 staff and employees comply with Workplace Health and Safety provisions in each workplace

Selection Criteria

Essential criteria

- Demonstrated ability and willingness to work effectively with diverse stakeholder groups (farmers, graziers, Indigenous landholders, and community and industry groups, government agencies) and with staff of partner organisations to develop and implement natural resource management projects
- Experience and/or a sound technical knowledge of environmental and NRM practices

- Experience in organisation meetings, events, field days and workshops
- Experience in the use of GIS Systems, GS equipment, monitoring equipment, or ability to rapidly acquire these skills.
- High degree of computer literacy including proficiency with Microsoft Office suite.
- Demonstrated ability to develop and implement on-ground projects with conservation outcomes
- Demonstrated ability in project management including work plan development and prioritisation, monitoring, evaluation and reporting against work plan and project outcomes
- Demonstrated community engagement experience with the ability to engage across all sectors with experience and/or strong working knowledge of Cape York and regional NRM issues.
- A confident communication with the ability to work across cultures and a demonstrated ability to engage with Indigenous Australians
- Demonstrated ability to work across teams of people with different skills and expertise.
- Demonstrated ability to work independently and identify and analyse problems and develop and implement improvements
- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements of Employment Equity, Ethical Conduct and the Anti-Discrimination Act.

Desirable criteria

- Qualification in Agricultural Science, Environmental Science, Natural Resource Management or related field and/or extensive relevant industry experience.
- Experience operating in remote areas and operating four-wheel drive vehicles 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 and CPR Certification or able to attain
- Ability to work flexible hours, i.e. out-of-ordinary hours and weekends as required
- Ability to travel and spend nights away from the home base to attend 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