



PO Box 3181, North Mackay Q 4740 | 6 Swayne St, North Mackay

Title: Coordinator: Pioneer Catchment and Landcare Group

Location: Mackay, Queensland.

Salary:

Permanent part-time (minimum 20 hours per week). Salary based on full time equivalent of \$65,000 per annum. Contracted until the 30th June 2022 with potential to extend.

About Pioneer Catchment and Landcare:

Pioneer Catchment & Landcare Group Inc. (PCL) is a not-for-profit organisation, incorporated under the Associations Incorporation Act 1981. It was formed in the early 1990's as one of the first catchment groups in Queensland (previously Pioneer Integrated Catchment Management Association). Our organisation works within the catchments of the Pioneer Valley, from Alligator Creek in the north to Sandy Creek in the south, and west to the top of the catchment in the Clarke Range. This area is within the Mackay Regional Council local government area. Our organisation also works and collaborates with neighboring Landcare groups including Sarina Landcare Catchment Management Association (SLCMA) and Whitsunday Catchment Landcare.

PCL encourages and assists the local community in understanding, managing and retaining its natural resources and unique biodiversity. We do this by providing land management advice to landholders; undertaking on-ground rehabilitation projects; and engaging youth and volunteers in educational and practical landcare activities. PCL plays an active role in local and regional working groups and works closely with stakeholders and project partners to ensure a collaborative approach to project planning and implementation is achieved.

The position and primary duties

PCL are seeking an outstanding individual who is passionate about natural resource management and has excellent project and people management skills to coordinate the delivery of on ground Landcare projects.

This is a highly varied and fast-paced role, requiring an energetic multi-tasker with the ability to coordinate activities and outcomes across diverse environmental project areas simultaneously. We are looking for a team player with a positive and engaging personality. You will require highly developed written, verbal, numeracy and interpersonal communication skills that consistently achieve and facilitate positive outcomes with a diverse range of stakeholders across our community. In return, we offer a flexible and

positive work environment and an opportunity to enhance and build your skills in multiple areas.

As the Coordinator, you will lead a small dedicated team, in which you will be required to foster an inclusive team culture and ensure all officers are clear on what is expected of them. You will work closely with and report directly to the PCL management committee. You will be responsible and accountable to the Management Committee for the health and safety of all employees, contractors, visitors and volunteers at workplaces under their control.

Selection Criteria

- SC1 – Tertiary qualification in a relevant field such as Environmental Science, Applied Science or Natural Resource Management with a minimum of two (2) years' experience in a similar role.
- SC2 – Very good understanding of natural resource management issues in tropical environments and the impacts of land management practices on water quality, soil health and biodiversity. An understanding of management practices required to deliver improved natural resource outcomes.
- SC3 – Demonstrated skills in the development and implementation of environmental projects including identifying and attracting funding, proposal/grant application writing, budgeting, reporting, project and contractor management, with ability to bring projects in on time and on budget.
- SC4 – Demonstrated experience managing staff including workforce planning and staff performance management.
- SC5 – Demonstrated project management skills including the ability to coordinate multiple projects and budgets.
- SC6 – Demonstrated written and oral communication skills, including the ability to communicate with and influence a diverse client base including farmers/landholders, industry groups, community groups, government and contractors.
- SC7 – Demonstrated ability to provide effective direction, guidance and constructive feedback to staff.
- SC8 - Well developed interpersonal skills including the ability to work under pressure with a pleasant demeanor and build rapport and effective working relationships with colleagues, supervisors, management and stakeholders.
- SC9 - Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.
- SC10 – Current manual driver's licence.

Desirable skills/qualifications and experience that will be highly regarded:

- Pest management skills;
- Local flora and fauna identification skills;
- Good knowledge of GIS software and Quickbooks;
- ACDC Licence;
- Senior First Aid Certificate;
- Working with children blue card;
- Working with volunteers, community groups, and/or school groups.

How to apply:

You will be assessed on how you meet the selection criteria listed. To ensure that sufficient information is provided to allow an informed assessment to be made, you are required to:

1. Provide a response outlining your suitability for the position, with specific examples which address the bullet points listed under selection criteria. Your response should be no more than 2 pages; and
2. Attach your current resume (of no more than 6 pages) with at least two referees who have knowledge of your work.

The selection panel will assess your ability to perform the work required of the position based on your response and resume and other selection processes which may include an interview.

All applications will be assessed and considered; only those short listed will be contacted for an interview.

Referees will be contacted to verify the information you provide and to comment on how well you demonstrate the attributes being sought should you proceed to the interview stage.

Further information can be obtained by contacting: Sharon Dwyer, phone: **0409835182** or email: chair@pioneercatchmentlandcare.org.au

Please forward completed applications to **chair@pioneercatchment.org.au** by **Monday, 17th June 2021**.