

## Pioneer Catchment Landcare Group Inc.

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North Mackay



**PIONEER**  
**Catchment**  
**LANDCARE**

## POSITION VACANT

### PROJECT OFFICER

<b>POSITION REPORTS TO</b>	PCL Co-ordinator PCL Management Committee
<b>LOCATION</b>	Predominately Mackay based, various field locations as required across the Mackay region.
<b>EMPLOYMENT TYPE</b>	Full Time position (38hrs per week).
<b>CONTRACT PERIOD</b>	12 Months with possible extension
<b>SALARY RANGE</b>	Base salary \$60,000 - \$75,000 FTE p.a. dependent upon experience, plus entitlements.

### ORGANISATIONAL ENVIRONMENT

Pioneer Catchment Landcare (PCL) is a representative not-for-profit incorporated organisation and is governed by a management committee in accordance with the provisions of the *Associations Incorporation Act*. The objective of the group is to promote the planned, sustainable Landcare management of the Pioneer Catchment. PCL works in partnership with the community and stakeholders to develop and implement priority Landcare & Natural Resource Management projects across the Mackay and broader region.

### WORK ENVIRONMENT

PCL operates within the Pioneer Catchment Area, which includes sub-catchments of all coastal streams from Alligator Creek in the north to Sandy Creek in the south and west to the Clark Connors Range. The administrative centre for PCL is in Mackay, with administration operating out of an office located at the Mackay Natural Resource Centre, 6 Swayne St, North Mackay.

### PURPOSE OF POSITION

The purpose of this position is to assist PCL with the implementation of key projects, including undertaking technical and on-ground support for the development and implementation of natural resource management (NRM) projects as required.

The position will encourage the involvement of the community and land managers in natural resource management (NRM) including bush and coastal regeneration activities; land management including native vegetation and pest management; and water quality monitoring. The position will also contribute to community capacity building on NRM issues via facilitation of awareness raising events, workshops and regular volunteer activities.

The project officer will execute delivery of projects as specified under the relevant project service agreements and the guidance and management of the Coordinator.

The position requires work outside normal office hours and can include early morning starts, evenings and weekends. Activities which may occur outside of normal work hours include attendance at meetings, facilitation and attendance at events, volunteer group activities, and landholder property visits. Flexibility with start and finishing times is required.

## PRIMARY DUTIES AND RESPONSIBILITIES

Under the direction of the PCL Coordinator, the Project Officer will be responsible for the delivery of natural resource management activities and projects within the Pioneer Catchment region. Duties will include but are not limited to the following:

- Liaise with landholders and undertake property site visits/assessments;
- Investigate and assist in the resolution of issues raised by property owners regarding land management issues;
- Assist landholders with plant and weed identification;
- Prepare land management plans;
- Facilitate and manage the PCL volunteer team;
- Attend workshops, working group and other stakeholder/partnership meetings;
- Organisation of stakeholder/community field events and workshops;
- Development of project case studies;
- Carry out revegetation activities;
- Carry out pest management activities;
- Carry out monitoring and reporting activities;
- Working with stakeholders, community groups and school groups;
- Propagation of local native plants;
- Set up display stalls and attend local events such as the Sustainability Markets, Pioneer Valley Show and the Grazing Forum;
- Provide updates to PCL's social media platforms;
- Undertake other duties as directed by the Coordinator and/or the PCL Management Committee.

Upon commencement of the role, the Project Officer will be provided with a work plan that outlines the projects that they are responsible for delivering. Specific project deliverables and budgets/timeframes are outlined in each project's contractual agreement. The project officer will be responsible for managing their project budgets, timelines, and reporting requirements.

Should further funding/projects be awarded to PCL within the contracted employment period, these may be added to the Project Officer's work plan.

## PRIMARY DELEGATIONS AND ACCOUNTABILITIES

### Key Performance Indicators

Performance in the position will be based on achievement of the following outcomes.

- Effective and timely delivery of PCL projects.
- Knowledge of the job: Exhibit job-relevant knowledge and skills needed to perform the duties and requirements of the job.

- Attendance: Report to work on a timely basis and stay on the job.
- Productivity: Plan and prioritise work, set and accomplish goals, use available resources and complete tasks accurately and on schedule.
- Teamwork: Exhibit willingness to work as a team member.
- Interpersonal relations and customer service: Exhibit a good working relationship with peers, supervisors, stakeholders, volunteers and the public.
- Communication: Effectively communicate in oral and written disciplines with a broad range of stakeholders.
- Dependability: Demonstrates reliability in performing work tasks and carry out instructions. Exhibits willingness to take on responsibilities and to be accountable for them.

### Reporting

The position reports to the Coordinator and is required to work closely with other key members of the PCL team.

### Personnel

The occupant of the position must be committed to maintaining a safe, equitable and harassment free workplace.

**AS PART OF THIS POSITION THE PROJECT OFFICER WILL BE REQUIRED TO UNDERTAKE ACTIVITIES IN/ON SCHOOL GROUNDS, KINDY GARDENS AND DAYCARE FACILITIES. IT IS A REQUIREMENT ON THESE PREMISIES THAT ALL STAFF AND PEOPLE WORKING ON SITE MUST BE UP TO DATE WITH COVID-19 VACCINATIONS.**

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform the role.

#### *Essential*

- TAFE/Tertiary Qualifications in environmental studies or similar;
- Have a least 12 months experience as a team leader and/or managing staff;
- Have at least 12 months experience undertaking environmental work;
- Queensland manual driving licence and experience driving long distances and/or off-road/4WD;
- Must be motivated and physically capable of working in challenging environments and the North Queensland heat;
- Experience in land management activities such as weed control, bush regeneration and tree planting;
- Local native plant and weed identification skills;
- Ability to implement a risk assessment process and manage safety on site;
- Have a high level of computer literacy in Word, Excel, Publisher and Outlook;
- Ability to be flexible with work hours, i.e., early starts or weekends;
- Experience in engaging with Stakeholders, Landholder and Community Members.

#### *Desirable skills/qualifications and experience that will be highly regarded*

- Pest management skills;
- Good knowledge of GIS software;
- ACDC Licence;
- Senior First Aid Certificate;
- Working with children blue card;
- Experience in funding applications;
- Experience in project management and delivery of projects within budget;
- Working with volunteers, community groups, and/or school groups;

## PHYSICAL DEMANDS

It is expected that the role is 80% field work and 20% administration/office work. The role can be physically demanding at times. You will be required to carry out field work such as weed management, survey work and revegetation during the summer months when temperatures can be quite extreme. At times you may be required to work in the field by yourself. Driving long distances on sealed and unsealed roads is also a requirement of the role. Care and appropriate actions must be taken at all times by officers to reduce risks and ensure the safety of themselves and others. It is also a requirement that PCL health and safety policies and procedures are followed.

## CONCLUSION

This position description is intended to convey information essential to understanding the scope of the role and the general nature and level of work performed by PCL staff members within this role. However, this position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

If you are interested in this role, please forward your resume and supporting documentation to PCL's Coordinator:  
[coordinator@pioneercatchment.org.au](mailto:coordinator@pioneercatchment.org.au)