



## Position Description

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### Position Details

Title:	Environment Coordinator
Status:	Full time
Salary Classification:	Classification 7
Salary:	\$101,720 - \$109,541 (excluding super)
Location:	Rockhampton, Gladstone, Theodore, or Emerald (Negotiable)
Reports to:	Environment Leader

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### About FBA

FBA partners with communities across central Queensland to protect and enhance our natural environment. With over 50 staff based in Emerald, Gladstone, Rockhampton and Theodore, we bring practical solutions to the places that matter most.

From productive farms and healthy waterways to thriving landscapes and native species, we work alongside local land managers, industry and communities to deliver real results - supporting both people and nature.

For more than 20 years, we've built trusted relationships and delivered projects that make a lasting difference.

*Join our growing team in a role where you can make real impact.*

### Purpose of the position

The Environment Coordinator leads the delivery of FBA's environmental programs, projects, and services. The role monitors and reports on environmental asset condition and trends, and applies current knowledge, tools, and best practices to support effective environmental management and help achieve FBA's strategic objectives.

### Roles and responsibilities

The Environment Coordinator will be accountable for:

- Ensuring the efficient and effective development, planning, delivery and reporting of programs and projects in accordance with agreed timelines, budgets, milestones and standards;
- Management of all aspects of programs and projects including compliance, planning, contractor management, monitoring and reporting;
- Informing/advising/guiding/establishing methods to assess trajectory of condition/extent of natural assets;
- Reviewing and implementing methods and tools to inform and support decisions on where and how to invest;
- Contributing to the design of new programs and projects, including preparation of applications/tenders;
- Coordinating the transfer of technical and regional knowledge and skills throughout the organisation;



- Developing and maintaining collaborative partnerships with external delivery partners and organisations to achieve best practice outcomes;
- Leading the identification and pursuit of opportunities to collaborate with other organisations on natural resource management services;
- Supporting an organisation-wide collaborative approach to the exploration of new initiatives that align with and enable FBA to deliver on the FBA strategic plan and vision;
- Undertaking work in a manner that complies with FBA policies, procedures and values; and
- Supporting the corporate strategy and vision of FBA.

## Qualifications and Experience

Tertiary qualification or post-graduate training qualifications in Science, Environmental Science, Natural Resource Management, or similar discipline is highly desirable. An understanding in scientific methods, models and analysis is highly desirable. Demonstrated experience in project and people management is highly regarded.

## Other requirements

- The Environment Coordinator will maintain their technical knowledge and skills through ongoing professional development.
- Demonstrated experience in Microsoft Office software.
- Possession of a current Australian Drivers Licence.
- Ability to travel and spend nights away from the home base to attend meetings, conferences and training.

## Reporting and supervision

This position reports to the Environment Leader and supervises up to three (3) Project Officer - Environments.

## Salary, superannuation and other benefits

The successful applicant will be offered a Contract of Employment aligned with the FBA's Policies and Procedures and salary framework. In addition to superannuation guarantee payments, FBA offers to match voluntary superannuation contributions by employees up to an additional 3% of salary.

FBA is open to flexible arrangements including the negotiation of part-time and job-sharing arrangements to suit the right person/people. Daily hours of work are flexible, reflecting the need for the successful applicant to work hours that suit clients.

## Applying for the position

Applicants are invited to submit a current resume, a cover letter and contact details of two recent referees via FBA's website (<http://www.fba.org.au/work-with-us/>) or by email to [HR@fba.org.au](mailto:HR@fba.org.au).

While applicants are not required to answer selection criteria in their cover letter, selection for the position will be based on the successful applicant's ability to demonstrate the following selection criteria at interview.



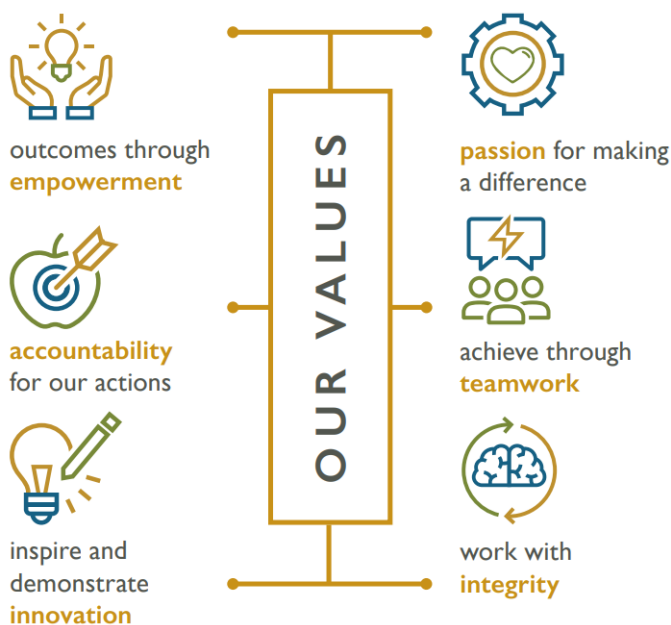
## Selection Criteria

1. Strong technical knowledge and practical experience in environmental management, including research skills to inform improved design and implementation of environmental services.
2. Strong technical knowledge and practical experience in assessing the condition/extent of natural assets and the impact of intervention.
3. Experience in the design, planning, managing, monitoring and evaluating programs and projects.
4. Demonstrated experience in program and project management.
5. Strong communication, interpersonal and negotiation skills with experience in developing and maintaining stakeholder relationships.
6. Experience in managing a team and staff supervision, including the management of staff to meet project deliverables while encouraging a work environment which promotes personal growth.

## Working at FBA

At FBA, you'll join a passionate, collaborative team committed to natural resource management and making a positive impact. We foster a culture of innovation and continuous improvement, supported by flexible work arrangements that promote wellbeing and balance.

As an equal opportunity employer, we're dedicated to inclusivity and respect. Our corporate values guide our work and unite us in achieving FBA's strategic goals.



## Further Information

Please contact the Corporate Services Manager on 07 4999 2824 for more information on the position. Visit our web site at [www.fba.org.au](http://www.fba.org.au) for further information on the organisation.