



## Position Description

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### Position Details

Title:	Land Management Coordinator
Status:	Full time
Salary Classification:	Classification 7
Salary:	\$101,720 - \$109,541 (excluding super)
Location:	Rockhampton, Gladstone, Theodore, or Emerald (Negotiable)
Reports to:	Agriculture 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 Land Management Coordinator is responsible for managing the delivery of land management projects and services, including the provision of technical advice and extension support to land managers in the adoption of best practice land management. The Coordinator is also responsible for growing FBA's land manager client base.

### Roles and responsibilities

The Land Management Coordinator will be accountable for:

- Coordinating land manager engagement and ongoing relationship management;
- Ensuring the efficient and effective development and delivery of extension and technical advisory services to land managers to improve adoption of land management practices related to sustainable agriculture and water quality;
- Ensuring the efficient and effective development, planning, delivery and reporting of projects and programs in accordance with agreed timelines, budgets, milestones and standards;
- Management of all aspects of projects and programs including compliance, planning, contractor management, monitoring, and reporting;
- Support the transfer of land manager relationship knowledge across FBA to ensure FBA provides seamless services to land managers in a timely manner;
- Coordinating the transfer of technical and regional knowledge and skills throughout the organisation.



- Leading the identification and pursuit of opportunities to collaborate with other organisations on land management services;
- Contributing to the design of new programs and projects, including preparation of applications/tenders;
- Mentoring and development of staff in land manager engagement;
- Developing and maintaining collaborative partnerships with external delivery partners and organisations to achieve best practice outcomes;
- 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 in Science, Natural Resource Management, Agricultural Science, Rural/Ag Economics, or related discipline is highly desirable. Demonstrated experience in project and people management is highly regarded.

## Other requirements

- The Land Management 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.
- Certificate IV in training and assessment or willingness to complete.

## Reporting and supervision

This position reports to the Agriculture Leader and supervises up to three (3) Land Management Officers

## 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 and practical experience within the agricultural industry.
2. Technical knowledge of land use and landscape processes and the effect of these on water quality and the environment
3. Experience in the design, planning, managing, monitoring and evaluating programs and projects.
4. Strong communication, interpersonal and negotiation skills with experience in developing and maintaining stakeholder relationships.
5. Experience in managing a team and staff supervision, including the management of staff to meet project deliverables while encouraging an 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.