

## POSITION DESCRIPTION

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### POSITION DETAILS

Title:	Engagement Coordinator
Status:	Full time
Salary Classification:	Classification 6
Salary:	\$90,194 – \$96,819
Location:	Rockhampton
Reports to:	FPRH Executive Officer

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### About FBA

*FBA works for our central Queensland community to grow a sustainable, productive and profitable Fitzroy region.*

Initiated by a group of passionate community members over 27 years ago, Fitzroy Basin Association (FBA) is now central Queensland's leading Natural Resource Management organisation. FBA works for and alongside our regional community to grow a sustainable, productive, and profitable Fitzroy region. As central Queensland's leading NRM organisation, FBA is uniquely placed geographically, strategically, and operationally to deliver priority environmental and agricultural outcomes. When it comes to the environment, landholders and our local community, FBA is best placed to lead and support projects that protect the future prosperity and resilience of our land and sea.



#### PURPOSE

We are the people shaping the environment of the future.



#### VISION

Healthy and resilient natural assets.



#### LEGACY

Inspired and empowered communities who value our natural assets.

### FBA Goals

*Lead* - regional connection and collaboration

*Leverage* - knowledge, science and partnerships

*Create* - value through people and solutions

FBA is the host organisation for the Fitzroy Partnership for River Health (FPRH) and acts as the formal governing body to collaboratively develop and implement integrated waterway monitoring and reporting for the Fitzroy Basin.

### About FPRH

FPRH was formed in 2012 and includes organisations from government, industry, research, and community, who all have an interest in improving the health of waterways across the Fitzroy Basin through good science backed by robust data. Partners share a common goal of providing a more complete picture of river health in the Fitzroy Basin, providing funding, resources, and environmental monitoring data, used to compile independent and scientifically validated river health report cards that support riverine management activities accessible to everyone in the community.

Providing the most up-to-date information on the health of Fitzroy Basin waterways. The Partnership's roll is to collate and assess the riverine health data collected by organisations across the basin, develop the report cards on waterway health backed by the best available science and provide the community with the ongoing assurance that there is an independent assessment of waterway health year after year.

### Purpose of the Position

The Engagement Coordinator is responsible for delivering the community engagement activities of FPRH. The Coordinator is also responsible for overseeing FPRH communication and marketing, human dimensions and the citizen science programs.

### Roles and Responsibilities

The Engagement Coordinator will be accountable for:

- FPRH community engagement and education activities.
- Delivering the Fitzroy Waterwatch program and supporting the community groups involved in water monitoring.
- Delivering the human dimensions program and report.
- The creative content and publishing the annual regional report card.
- Coordinating the delivery of the FPRH communications and marketing activities.
- Supporting the FPRH team in the delivery of citizen science programs.
- Project planning and management and contractor management, as applicable.
- Working closely with the FPRH team to deliver FPRH's operational plan.
- Providing support to the Executive Officer for Partnership and Management Committee meetings.
- Maintain and develop networks and relationships with a broad cross-section of members, stakeholders, and community.
- Contributing to the strategy and vision of FPRH.

### Key Performance Areas

Success is measured against key performance indicators in the areas of:

- Communication and marketing
- Project development, management, and reporting.
- Community/stakeholder engagement
- Positive contribution to organisational culture.

### Qualifications and Experience

Preferred tertiary qualification in one or more of the following disciplines is desirable: Natural Resource Management, Science, Social/Behavioural Science, Community Development or Communication. Experience in community-based project management, community consultation, engagement or facilitation is highly regarded.

### Other Requirements

- The Engagement 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 FPRH Executive Officer and has no supervisor responsibilities.

### Salary, Superannuation and other benefits

The successful applicant will be offered a Contract of Employment consistent with the FBA Policies and Procedures and FBA 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 keen to work with arrangements that suit the right person/people for the job, and to that end, are willing to negotiate part-time arrangements, including job sharing. Daily hours of work are flexible, reflecting the need for the successful applicant to work hours that suit clients.

## 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.

## Applying for the position

Applicants should submit a current resume, letter of application, and contact details of two recent referees through FBA's website (<http://www.fba.org.au/work-with-us/>) or by email to [pamela.jeffery@fba.org.au](mailto:pamela.jeffery@fba.org.au). While applicants are not required to answer selection criteria in their letter of application, selection for the position will be based on the successful applicant's ability to demonstrate the following selection criteria at interview.

## Selection Criteria

1. Demonstrated experience in community engagement and/or communication.
2. Demonstrated experience in the design, planning, managing, and delivering projects.
3. Strong communication, interpersonal and negotiation skills.
4. Experience in developing and maintaining stakeholder relationships.
5. Experience collaborating in a multidisciplinary team.

## Working at FBA

FBA has four offices located across the Fitzroy region and is fortunate to have a team of 40 employees. At FBA all our employees are valued, integral to the success of the organisation and encouraged to generate innovative ideas and suggestions that improve all aspects of our business. You will join a team of like-minded, enthusiastic people that are passionate about natural resource management. FBA applies a flexible approach to help staff achieve a work life balance. FBA is an equal opportunity employer. Our corporate values lay the foundation for FBA's success and are embodied by our team members to achieve our strategic goals.

