



POSITION DESCRIPTION

POSITION DETAILS

Title:	Environment Coordinator
Status:	Full time
Salary Classification:	Classification 7
Salary:	\$99,239 - \$106,869 (plus superannuation)
Location:	Rockhampton, Gladstone, Theodore, or Emerald (Negotiable)
Reports to:	Environment Leader

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

Purpose of the Position

The Environment Coordinator is responsible for:

- the management and delivery of FBA's environment programs, projects and services;
- measuring and reporting the environmental asset conditions and trends; and
- maintaining a high-level of understanding of current methods and tools to position FBA for success.

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.

Key Performance Areas

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

- Environment services and programs.
- Maintaining and building relationships.
- Cross-organisation collaboration.
- Team and staff management.
- Positive contribution to organisational culture.

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 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 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. 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. 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

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.

