



## POSITION DESCRIPTION

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### POSITION DETAILS

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|------------------------|--|
| Title:                 | Project Officer – Environment                            |
| Status:                | Full time  |
| Salary Classification: | Class 4-6  |
| Salary:                | \$72,907 - \$96,819 (plus superannuation)                |
| Location:              | Rockhampton, Gladstone, Theodore or Emerald (Negotiable) |
| Reports to:            | Environment Coordinator or Waterways Coordinator         |

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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

### Purpose of the Position

The Project Officer – Environment is responsible for the planning, management, delivery and reporting of FBA environment or waterways projects and services. The Officer is also responsible for the provision of technical advice on environment or waterway management principles and practices.

### Roles and Responsibilities

The Project Officer – Environment will be accountable for:

- Ensuring the efficient and effective development, planning, delivery, monitoring and reporting of projects within agreed timelines, budgets, milestones and standards;
- Management of all aspects of projects including compliance, planning, contractor management, monitoring and reporting;
- Providing extension and technical services to land managers, community and stakeholder groups on environmental or waterway management principles and practices.

- Contributing to the development of new projects;
- Supporting the implementation of cultural natural resource management projects;
- Supporting the identification and pursuit of opportunities to collaborate with other organisations on environment or waterways projects;
- Supporting the transfer of technical and regional knowledge and skills throughout FBA and stakeholders;
- Maintaining and building relationships with land managers, external delivery partners and stakeholders;
- 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:

- Natural resource management knowledge and services.
- Project management, delivery and reporting.
- Maintaining and building relationships.
- Positive contribution to organisational culture.

### Qualifications and Experience

Tertiary qualification in Science, Natural Resource Management, Environmental Science, or similar discipline is highly desirable. Demonstrated experience in project and people management is highly regarded.

### Other Requirements

- The Project Officer 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 Coordinator or the Waterways Coordinator depending on the projects that the officer is delivering and has no supervisor responsibility.

### 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. Technical knowledge and/or practical experience in natural resource management projects.
2. Demonstrated knowledge and/or experience in the application of environmental management principles of natural resource management.
3. Understanding and experience in project management.
4. Experience in monitoring and measurement of project and environmental outcomes.
5. Experience in working in a team, including working with others to meet project deliverables.
6. Excellent written and verbal communication skills with an ability to prepare reports.
7. Ability and/or demonstrated experience in building networks and liaising effectively with community members, technical officers, contractors, and researchers.

## 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.

