<Insert organisation Logo>

**POSITION DESCRIPTION**

POSITION TITLE: <Insert Position Title - i.e. Landcare Network Coordinator>

LOCATION: <Insert Location>

CLASSIFICATION: <Insert Relevant Award Band Level>

TENURE: <Insert position Tenure details i.e. full time, part time and the details of the position contract expiry date>

UNIT: <If relevant - Insert Relevant Organisation Area>

DATE APPROVED: <Insert Day/Month/Year>

**ORGANISATIONAL AND POSITION OBJECTIVES**

**About <Insert organisation name>**

<Insert here a short profile of the organisation, its history, its aims and the way it goes about its activities>

You may also like provide a link to the organisations website if it has one.

**The Organisational Unit**

<If applicable, insert here a brief statement about the specific unit or team in which the position will be working>

**Position**

This position will provide the necessary strategic coordination, leadership and planning support to the <Insert organisation name> and its Landcare community to ensure good governance and continued success within the context of an evolving natural resource management and social environment.

The primary roles of the <Insert relevant position title> are to:

* Provide appropriate support and co-ordination to assist the <Insert organisation name> in its strategic planning endeavours
* Facilitate opportunities for the effective and efficient delivery of priority works at scale
* Support the <Insert organisation name> to meet its governance responsibilities

**ORGANISATIONAL RELATIONSHIPS:**

**Position Reports To:**

<Insert relevant position title>

**Supervises/Manages:**

<Insert relevant position title>

**Internal Liaisons:**

* Management
* The Board/Executive Committee
* Relevant Sub-committee’s
* Externally convened committees and working groups
* <Add others as relevant>

**External Liaisons:**

* Government Departments (Federal and State)
* Local Government
* Non-Government organisations
* Service authorities
* Professional advisors retained by the Authority
* Professional organisations
* Private corporations/Industry
* Community groups
* Members of the public
* <Add others as relevant>

**KEY OUTPUT (ACCOUNTABILITY) AREAS**

* Successful and timely implementation and completion of <Insert organisation name> projects.
* Provide management and control of budgets within the authority of the position responsibilities.
* Identify and pursue sources of funding for projects to support and help achieve the strategic objectives of <Insert organisation name>.
* Provision of internal and external formal reports as required.
* Assisting with development, maintenance and control of the <Insert organisation name> contractual and partnership arrangements with other providers.
* Ensure level of budget formulation, financial reporting and controls are accurate and consistent within the delegated authority of the position.

**SPECIALIST KNOWLEDGE AND SKILLS**

* Knowledge of <Insert organisation name> activities and the regional, State and Federal Government policies and programs pertaining to Landcare and natural resource management.
* Technical experience of relevance to the position and the objectives of <Insert organisation name>.
* The ability and enthusiasm to initiate and drive actions within areas of responsibility.
* Proven ability to oversee completion of project plans, submissions and reports relevant to the positions accountability areas.

**MANAGEMENT SKILLS**

* The ability to lead, motivate and manage staff professionally within the scope and authority of the position.
* Able to work within specific timelines and budget constraints.
* High level of competence in problem solving when seeking solutions to complex issues.
* Flexibility to develop innovative and creative opportunities for natural resources project funding
* Report writing skills and the ability to prepare management reports which are informative reflect canvassed opinion and have clear recommendations.
* Preparations of budgets and the monitoring of financial performance.
* Developed understanding of organisational governance requirements

**INTER-PERSONAL SKILLS**

* Able to communicate effectively both written and orally with a wide range of stakeholders including community members, government employees and industry leaders.
* The ability to work collaboratively with management, staff, the community, landowners, government agencies and other relevant stakeholder groups and clients
* The ability to negotiate strongly and influence decision making to reach desired outcoems
* Able to represent <Insert organisation name> on various committees in a professional and sensitive manner to pursue the organisations goals and objectives

**QUALIFICATIONS AND EXPERIENCE**

* Possession of an appropriate tertiary qualification related to Natural Resources Management, Local Government or similar government agency management.
* Experience in budgeting *(Interpretation and understanding)*
* Program/project and contract management experience.
* Experience and the ability to work within project teams in planning and implementing activities and service delivery.
* Organisational governance experience

**JUDGEMENT AND DECISION MAKING (Task Difficulty and Thinking Demands)**

Decisions that effect <Insert organisation name> its policies and procedures are to be made in consultation with the <Insert relevant position title>

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

**Areas of Accountability**

Staffing supervision

<Insert number of staff reporting directly>

<Insert number of staff reporting indirectly>

Contract Management:

Oversees delivery of contracted works on technical tasks of a complex nature.

**Extent of Authority**

Project Delivery:

The position is responsible for developing, seeking funding and implementing activities as relevant to and as described within the position description and related works plan.

Level of financial delegations:-

<Insert $ amount of financial delegation> operational expenditure as approved by the <Insert delegating officer title> and in according to the organisations purchasing policy.

Other:

Represent <Insert organisation name> in negotiations with external liaisons as appropriate and in accordance with the position description and in a manner that reflects the organisations policies and procedures.

Has the authority to sign on behalf of <Insert organisation name> when issuing correspondence within the guidelines and policies and procedures of the organisation.

**KEY SELECTION CRITERIA**

1. Possession of an appropriate tertiary qualification related to Natural Resources Management, social science, sustainable agriculture or similar government agency management and or more than three years relevant practical experience
2. Developed knowledge and understanding of the issues relating to Landcare including relevant Regional, State, and Federal policies and programs that effect Landcare
3. Demonstrated ability to facilitate strategic planning activities
4. Ability to lead and supervise an effective team
5. Sound understanding of organisational governance
6. Ability to manage, monitor and report on budgets
7. Developed communication skills both written and oral
8. Negotiation, facilitation and conflict resolution skills
9. Demonstrated ability to develop and maintain collaborative partnerships
10. Ability to research, initiate, develop, coordinate and monitor large scale projects
11. Ability to prepare clear and concise reports within prescribed time limits
12. Ability to use computers efficiently
13. Current driver’s license

**OTHER RELEVANT INFORMATION**

* The <Insert organisation name> is an Equal Employment Opportunity Employer.
* The successful applicant will be subject to a probation period of 3 months.
* A current licence to drive a motor vehicle is required
* Attendance at after hours meetings may be required
* To support <Insert organisation name> commitment to the environment, <Insert organisation name> employees are expected to act in an environmentally responsible manner at all times.

**OH&S Responsibilities Statement**

The Responsibilities Statement is to ensure that all personnel are aware of their responsibilities to Occupational Health and Safety and the workplace environment whilst at <Insert organisation name>

**Responsibilities of Management:**

The Board/Executive Committee of the <Insert organisation name> is responsible for providing an environment in which the level of risk of injury or disease is as low as practicable.

The Board/Executive Committee in consultation with management will set policies and give direction for the effective management of Occupational Health and Safety within <Insert organisation name> and the broader community.

It will allocate resources to reduce risk and provide a framework to enable all personnel to actively participate in controlling hazards.

The Board/Executive Committee has overall responsibility for OH&S management.

**Managers:**

Managers, aside from their own personal responsibilities to OH&S at <Insert organisation name> will play a significant role in the approval and review of OH&S at an organisation wide level.

This will include:

* Reviewing <Insert organisation name> overall OH&S performance.
* Reviewing serious accidents/incidents at <Insert organisation name>
* Ensuring <Insert organisation name> compliance to the relevant OH&S legislation.
* Facilitating the return to work of injured personnel in their area.
* Being an active member of the OH&S Committee when required/requested.
* The <Insert relevant title i.e. Chief Executive Officer> will notify Worksafe were applicable of hearing tests or direct the audiometric company to do so.

This will be achieved by preparing reports and allocating the appropriate resources.

**Supervisors:**

Supervisor responsibilities relate to the development, implementation and monitoring of OH&S and rehabilitation programs, and to the provision of training all levels of personnel in the principals of OH&S. Supervisors will provide their personnel with the direct leadership and supervision they require.

This will include:

* Ensuring that appropriate action is taken at <Insert organisation name> to implement relevant OH&S policy, procedures and legislative requirements.
* Monitoring the OH&S performance within their area of responsibility
* Showing commitment to OH&S at <Insert organisation name> through participation in formal and informal discussions, OH&S training, return to work programs, hazard inspections, etc.
* Reviewing/investigating all accidents/incidents in their area and if necessary preparing reports.
* Reviewing any relevant OH&S related report.
* Being an active member of the OH&S Committee where required.
* Ensuring that personnel are consulted notified and supplied with all relevant OH&S information and changes.
* Initiating actions to improve OH&S at <Insert organisation name>
* Reviewing the OH&S performance of personnel.
* Actively monitoring their area to identify hazards and then taking appropriate action to eliminate/control the hazards.
* Ensuring all <Insert organisation name> personnel are inducted and receive appropriate training and equipment as needed to perform their jobs safely.
* Supporting rehabilitation of injured workers.
* Ensure personnel under their control follow established work instructions and work procedures.
* Ensure contractors and site visitors in their area of responsibility observe the organisations safety procedures and use the appropriate personal protective equipment.
* Oversee the provision of First Aid facilities and ensure qualified First Aid personnel are available when required.

This will be achieved by preparing reports, consultation with management and personnel,

inspecting work areas, sighting personnel at work and listing alternative duties.

**<Insert organisation name> Personnel:**

<Insert organisation name> personnel’s responsibilities involve cooperation with management to ensure that all OH&S policies, procedures and legislation’s are followed and that any injured workers returning to work are welcomed, encouraged and supported.

**Specific responsibilities of employees will include:**

* Following safe work procedures at all times to prevent injury to themselves or others
* Reporting any accidents/incidents/hazards to their supervisor immediately
* Supporting <Insert organisation name> OH&S Management system
* Actively participate in any return to work programs
* Actively participate in any training required to improve skills and knowledge
* Working with due care and consideration to safeguard their own health and safety and the health and safety of others
* Comply with all safe work practices and procedures set in place by <Insert organisation name> and it’s management
* Use equipment that is issued for personal protection and ensure that it is maintained in proper order
* Co-operate with any rehabilitation program that is arranged to assist recovery from injury for themselves or fellow workers
* This will be achieved by participating in the training provided, safety toolbox meetings and by reading the relevant policies, guidelines and notices as developed by <Insert organisation name>.

**Contractors:**

<Insert organisation name> will ensure all contractors receive written copies of all relevant OH&S information before commencing work. Contractors are expected to take on the same responsibilities as <Insert organisation name> personnel when undertaking <Insert organisation name> operations and duties.