<Insert organisation Logo>

**POSITION DESCRIPTION**

POSITION TITLE: <Insert Position Title - i.e. Landcare Project Officer>

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 coordination for the sucesfull implementation of the <Insert organisation name>, <Insert relevant project title>.

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

* Provide support and co-ordination to successfully implement the assist the <Insert relevant project title>.
* Work in close partnership with project stakeholders to help identify opportunities for the effective and efficient delivery of priority works

**ORGANISATIONAL RELATIONSHIPS:**

**Position Reports To:**

<Insert relevant position title>

**Supervises/Manages:**

<If applicable - insert relevant position title>

**Internal Liaisons:**

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

**External Liaisons:**

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

**KEY OUTPUT (ACCOUNTABILITY) AREAS**

* Provide management, direction and control of <Insert project title> within the allocated budget, timeframe and required standards.
* Provision of internal and external formal reports as required.
* Ensure level of budget formulation, financial reporting and controls are accurate and consistent within the delegated authority of the project and position.
* Assisting with development, maintenance and control of the <Insert organisation name> contractual and partnership arrangements with other providers if and where applicable.
* Successful completion and implementation of project activities.

**SPECIALIST KNOWLEDGE AND SKILLS**

* The ability and enthusiasm to initiate and drive actions within areas of responsibility.
* Technical experience of relevance to the activities of <Insert project title>
* Proven ability to oversee completion of project plans, submissions and reports relevant to the positions accountability areas.
* Extension methods and principles of adult learning.

**MANAGEMENT SKILLS**

* Able to work within specific timelines and budget constraints.
* Proven problem solving abilities.
* Flexibility to develop innovative and creative opportunities for natural resources project implementation.
* Report writing skills and the ability to prepare reports.
* Preparations of budgets and the monitoring of financial performance.

**INTER-PERSONAL SKILLS**

* Able to communicate effectively both written and orally.
* The ability to work collaboratively.
* The ability to negotiate and influence outcomes
* Able to represent <Insert organisation name> on various committees in a professional and sensitive manner to pursue the goals and objectives of <Insert organisation name>

**QUALIFICATIONS AND EXPERIENCE**

* Possession of an appropriate tertiary qualification related to the project activities and or reliant practical experience.
* Experience in project budgeting.
* Program/project and contract management experience.
* Experience and the ability to work within project teams in planning and implementing activities.

**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

<If applicable - insert number of staff reporting directly>

< If applicable - 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. Relevant technical knowledge or equivalent practical experience
2. Developed communication skills with a proven ability to effectively liaise with landholders

1. Demonstrated ability to work within a team based environment

1. Ability to manage budgets
2. Ability to compile reports within deadlines

1. Computer and administration skills

1. Developed time management skills

1. Current drivers licence

**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.