



SUSTAINABLE MANAGEMENT OF THE MITCHELL RIVER CATCHMENT

MITCHELL RIVER WATERSHED MANAGEMENT GROUP POSITION DESCRIPTION

POSITION TITLE:	Coordinator / Grants Officer
LOCATION:	Mareeba / Cairns
SALARY:	retainer and performance based
REPORTS TO:	Mitchell River Watershed Management Group Executive Committee
TERM of APPOINTMENT:	Jan 2012 to June 2012 initial period

PURPOSE OF POSITION

The purpose of this position is to manage and support the Mitchell River Watershed Management Group (MRWVG) through the Secretariat, to improve the operational environment for natural resource management in the Mitchell River catchment. The vision of the Group is to enhance the capacity of the community to sustainably manage the Mitchell River catchment and have an understanding of the impacts and threats which are present in the catchment.

RESPONSIBILITIES AND PRIMARY DUTIES

The Coordinator is the person responsible to the MRWVG Executive. The Coordinator is responsible for the following:

- liaise and collaborate with the Executive Committee to implement the objectives outlined in the Constitution;
- administration to ensure that the Group meets the requirements of the Associations Incorporation Act 1981;
- overseeing financial movements of the Group, in collaboration with the Bookkeeper, Auditor and Treasurer;
- supervising all staff and volunteers; and
- controlling the use and maintenance of the Group's equipment, including motor vehicle/s through the use of log books.

The Coordinator's primary duties include:

- to actively seek funding for natural resource management projects to ensure the financial viability of the group in the mid to long term;
- manage targeted investment (projects) and ensure all work is achieved within budget and in accordance with an executive work plan;
- to build linkages with other organisations and foster cross-regional boundary projects;
- contribute to and prepare submissions on Government policy and legislation relating to the Mitchell River catchment on behalf of the Group;
- contribute advice and recommendations to the Executive on natural resource management issues in the Mitchell River catchment;
- present a monthly activity report to the Executive, prepared by the Project Officer and office Volunteers regarding progress on projects and staff timesheets;
- contribute to the development of the Group's policies, protocols and administrative procedures in coordination with the Executive;
- support the Executive to provide capacity building activities, information sharing and improved involvement for Group Members;
- organise community engagement activities such as arranging meetings and engaging with individual landholders and organisations on specific issues;
- foster and develop constructive working relationships and communication networks with key stakeholder organisations within industry, Local Government, State Government and Commonwealth Government; and
- maintain and update knowledge of resource management issues and challenges facing the Mitchell River catchment.

REQUIRED SKILLS, KNOWLEDGE & ATTRIBUTES

Self Leadership and Management

- Understands the goals and direction of MRWWMG
- Commitment to Manage and achieves goals in timely fashion
- Demonstrates work behaviour with independence, flexibility and initiative
- Constantly seeks and takes opportunities to develop personal and professional skills, knowledge and attributes to achieve performance expectations.
- Manages office staff effectively with attention to corporate duty of care.

Job Specific Capability

- Acquired knowledge of the culture of natural resource management with an understanding of current and emerging issues
- Demonstrates capacity to communicate with the public effectively through consultation, negotiation, liaison and public relations skills
- Ability to actively seek financial support to ensure the group is financially sustainable in the mid and long term
- Able to predict emerging issues and identify potential projects to enhance the environmental and community values of the Mitchell River catchment and seek funding for such projects
- Well developed written communication skills including proven ability to prepare timely and accurate correspondence, advice, briefings and reports
- Well developed communication, presentation, consultation and negotiation skills and able to apply these to internal and external communications
- Well developed computer skills including management of all corporate records and communications.
- Demonstrates ability to interact and network effectively with community members, stakeholders and Government representatives
- Knowledge of, or ability to acquire such knowledge, of the requirements of the Associations Incorporation Act 1981

Team Orientation

- Works cooperatively and proactively
- Understands team roles and expectations
- Identifies and works towards team goals

Business Ability

- Demonstrates initiative, problem solving and project management skills to achieve outcomes within agreed time frames

- Demonstrates knowledge and application of financial goals and responsibilities in their role
- Ability to market MRWWMG in order to negotiate financial support
- Demonstrate accuracy in their work
- Reliable and consistent quality of work
- Commitment to continuous improvement
- Sound knowledge of community based natural resource management
- Ability to manage staff efficiently, harmoniously and safely

Relationships & Service

- Fosters positive professional relationship with relevant stakeholders
- Committed to assisting and servicing others
- Proactively identifies and meets customer needs and works to exceed customer expectations

Desirable

It is desirable for the successful applicant to have tertiary qualifications in the area of natural resource management, agricultural science or similarly related fields; however these are not prerequisites as relevant experience and demonstrated knowledge and ability will be given careful consideration.

OTHER INFORMATION

Applications will remain current for a period of twelve (12) months