



POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Project Officer
<u>LOCATION:</u>	Southern Otway Landcare Network (SOLN), Apollo Bay
<u>REMUNERATION:</u>	Salary Range \$50,798 – \$55,168 Pro Rata for Part Time
<u>TENURE:</u>	0.6 Full Time, 12 months
<u>DATE APPROVED:</u>	July 2016

ABOUT SOUTHERN OTWAY LANDCARE (SOLN)

About SOLN

SOLN is a voluntary, not for profit, community organisation with skilled staff, volunteers, over 200 members and the ability to make a difference.

Based in Southern Victoria's iconic Otway Ranges, SOLN plays a central role in the protection and restoration of biodiversity in a flagship region – of national environmental significance.

<http://soln.org/>

Structure of SOLN

SOLN is an umbrella organisation that unifies five Landcare groups and provides a mechanism to apply for funding from a number of different sources to support projects and staff employment. The 5 Landcare groups are:

- Hordern Vale Glenaire
- Apollo Bay
- Otway Barham Catchment
- Wye to Wongarra
- Otway Coast Regenerative Farmers

SOLN is transparently governed by a Committee of Management (COM with representatives from each of the groups who meet bi-monthly. In addition, there are 2 working committees. The working committees are:

1. Projects – which meets monthly and undertakes the technical assessment of existing projects and project applications.
2. Human Resources Committee – which meets quarterly undertaking all aspects of Human Resource Management.

ORGANISATIONAL RELATIONSHIPS:

Position Reports To:

- The Landcare Manager.

Internal Liaisons:

- SOLN Landcare Members
- SOLN Landcare Groups
- Externally convened committees and working groups

External Liaisons (include but not limited to):

- Government Departments (Federal and State), including Parks Victoria, Vic Raods.
- Local Government and Council
- Corangamite Catchment Management Authority
- Barwon Water
- Colac Otway Shire
- Conservation Ecology Centre
- Apollo Bay P-12 College
- Lavers Hill P-12 College
- Natural Resource Management bodies, including Otway Community Conservation Network, Otway Coast Committee.
- Non-Government organisations
- Professional Bodies and Private Organisations.
- Members of the public, contractors and consultants.
- Relevant Media Organisations
- Other Landcare Networks and their support people.

KEY RESPONSIBILITIES AND SELECTION CRITERIA

1. Effectively work as part of a team and drive innovative decision making

- Seek continual improvement of processes, systems and procedures by encouraging innovation and an action learning approach.

2. Technical knowledge leadership

- Source and develop current knowledge and advice for Landcare communities and staff on the following themes and incorporate into SOLN knowledge systems:
 - Pest plant management
 - Revegetation
 - Silviculture
 - Monitoring and evaluation

3. Coordinate Landcare projects, ensuring that timelines and expenditure are met.

- Implement project management systems and processes for allocated Landcare NRM Projects.
- Identify and pursue sources of funding for projects to support and help achieve the strategic objectives of SOLN.
- Conduct fieldwork surveys as required where the Landcare Coordinator is the nominated project lead.
- Manage the functions of the Landcare Support Centre: seedling stock flow, advanced stock, equipment register, Support Centre maintenance, repair and development and its enhancement as a learning centre (within confines of budget, strategy and Business Plan).
- In coordination with the Landcare Manager manage stock from nurseries to assure batching, transport and quality planting for Landcare projects.

4. Develop and manage partnerships to share knowledge and encourage involvement of funding organisations, agencies (for technical advice), other community groups, networks and community members in the program of work.

- Develop working relationships with local, regional, state and federal government bodies (Landcare Manager lead).

- Develop partnerships with other community organisations, where this will add value to respective program delivery (Landcare Manager lead).
- Promote SOLN's Landcare activities and resources within the Network.
- Coordinate educational programs for local Landcare members, volunteers and the wider community as events to engage new members in Landcare or to transfer new knowledge and skills (shared with Landcare Manager).

KEY PERFORMANCE INDICATORS (KPI'S)

Key responsibilities (2016/17):

- Successful delivery of at least three nominated NRM projects.
- Provide advice and support to new Landcare members.

Shared responsibilities:

- Proposals submitted for at least one major project and at least 5 small (under \$10,000 value) projects.
- Deliver key nominated Landcare events.

SKILLS AND KNOWLEDGE

- Demonstrated knowledge and understanding of the issues relating to Landcare or equivalent organisations.
- A sound knowledge of regional and state policies as they relate to Landcare.
- A sound knowledge of land management concepts, principles and procedures relating to sustainable land management and catchment systems.
- Experience in project management.
- Strong grant writing experience.
- Time management skills.
- Strong Computer skills.

QUALIFICATIONS

- Tertiary education and/or experience in Natural Resource Management or other relevant field.

OTHER RELEVANT INFORMATION

- SOLN 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.
- Some work on weekends or outside the usual working hours to attend community meetings and events may occur, to be coordinated with the Landcare Manager.