

Project Officer – NRM and Sustainable Agriculture



Looking to make a difference in your career?

We are seeking an enthusiastic and passionate person to join a skilled and dynamic team working to make positive changes to landscapes and communities in the Eastern Murray region of NSW.

Holbrook Landcare Network is a leading Landcare and farming system group that delivers outcomes for farmers.

The successful candidate will work as part of a team delivering across a wide portfolio of natural resource management and sustainable agriculture related projects. We are looking for someone who has strong communication and project management skills, is willing to work both indoors and outdoors undertaking a range of administrative and technical duties. The position is full-time and based in the Holbrook office, 30 minutes commute from Albury, 1 hour from Wagga Wagga.

Go to www.holbrooklandcare.org.au or email office@holbrooklandcare.org.au for a copy of the position description. Applications close **Sunday 24th October 2021**.

Project Officer – NRM and Sustainable Agriculture

POSITION DESCRIPTION

Holbrook Landcare Network is a Not-for-Profit community network based in southern NSW. It is a highly regarded and vibrant rural organization, with a thirty-year history of managing sustainable agriculture and natural resource management projects.

HLN's goal is to be an independent, regionally relevant, professional and vibrant network, providing quality information and support to producers and communities, to enable informed and evidence-based decision making, with a focus on the high rainfall mixed farming zone.

The Project Officer position will work with staff to support and coordinate a range of project activities related to natural resource management and sustainable agriculture activities in the Eastern Murray region.

The Project Officer position will work under the direction of the Holbrook Landcare Network Executive Officer. Early career and diverse background people are encouraged to apply.

Employment Status	Full Time, 37.5 hours per week <i>*potential to negotiate part time hours depending on the skills and experience of the preferred candidate and the requirements of the role</i>
Tenure	Fixed Term until 30 th June 2023
Location	Holbrook Landcare Network, Albury Street, Holbrook
Salary	Annual Gross salary (1.0 EFT) of \$60,000 – negotiable* plus superannuation <i>*dependent on experience and qualifications</i>
Requirements	Current driver's license and a suitable vehicle for travel <i>Work-related travel expenses will be remunerated at current tax rate/km</i>

Duties include:

- I. As part of a team, efficiently carry out a range of tasks that enable HLN to deliver projects and support to landholders in the fields of NRM and sustainable agriculture. Tasks include administration, technical tasks such as field sampling and measurement, environmental assessment, revegetation activities, landholder site visits, data management, participation in workshops, field days and the development of extension and communication materials.
- II. Work with various technical advisors to provide landholders and discussion groups with the most appropriate technical input into project activities.
- III. Assist with the development of project proposals and implementation of communication plans for a wide range of projects in sustainable agriculture and natural resource management across the Eastern Murray region.
- IV. Work with the farming community to identify needs and priorities, respond to community group and member needs and plan their on-ground implementation.
- V. Support Project Managers to monitor budgets and report on projects as necessary to funders and the community.
- VI. Other duties as required

To apply for this role you must

- Hold a tertiary qualification in a field of relevance (e.g. Natural Resource Management or Agriculture)
- Be proactive with a community minded attitude
- Have a strong interest in and commitment to local sustainable agricultural and natural resource management issues
- Be a good team player
- Have excellent people and communication skills
- Have good coordination, administration and computing skills
- Be able to manage your time and workload effectively

Additional Information

- Flexibility in working hours may be required at times to attend meetings and work on activities outside of normal work hours. Additional hours over the standard 37.5 hours will attract a *time in lieu* arrangement.
- The position may involve some travel around the region and, very infrequently, overnight stays may be required.
- You will be regularly required to work outdoors in a range of weather conditions and terrains therefore requiring a degree of fitness.
- You will be expected to comply with HLN's policies and procedures at all times, including WHS.
- You will be required to use your own vehicle for work purposes (for which you will be reimbursed) and will need to provide copies of current registration and insurance.

APPLICATION PROCESS AND SELECTION CRITERIA

To apply, please provide the following:

- Brief covering letter, outlining why you are seeking this position (1 page maximum)
- Your current resume including contact details for two referees, which should include a current or recent employer or supervisor.
- Your claims against each of the Selection Criteria. Please respond to each criteria directly.
- Applications to be submitted via email to Alison Southwell at ceo@holbrooklandcare.org.au by Sunday 18th of October 2021.

SELECTION CRITERIA – Applicants must address each of the essential selection criteria with relevant examples.

Essential

1. Relevant tertiary qualification, technical training or demonstrated experience in natural resource management, agriculture or related field.
2. High level interpersonal skills including networking, facilitation, negotiation and ability to work in a team environment.
3. Demonstrated ability in project management including developing project plans, delivering activities to a timeline, managing budgets, record keeping and report writing
4. Well-developed written and oral communication skills, including competence in the use of Microsoft Office suite, email and online systems.
5. A current driver's license.

Desirable

6. Relevant experience in working with landholders or groups to facilitate decision making regarding on farm practice change and land management.
7. Demonstrated understanding of farming system and environmental challenges of Land managers in the Eastern Murray region.
8. Understanding of the Landcare and Farming Systems models of ground-up and community-driven action