

## POSITION DESCRIPTION



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

HLN's goal is to be a dynamic, member driven, nationally recognised, financially stable organisation that creates opportunities to improve natural resource and sustainable agriculture outcomes in the permanent pasture and mixed farming zones of southern NSW.

The Project Manager position will coordinate, implement and lead a range of project activities related to improving the resilience, productivity, profitability and sustainability of grazing systems (particularly pastures) in the high rainfall and mixed farming areas of southern NSW. The role provides an excellent opportunity to join a progressive team working closely with leading farmers, industry experts and collaborating organisations to drive on ground change on farms and across landscapes and communities.

The Project Manager – Grazing Systems position will work under the direction of the Holbrook Landcare Network Executive Officer.

Employment Status	37.5 hours per week <i>* Opportunity also exists for the right candidate to work in a part-time capacity</i>
Tenure	Fixed Term until 30 <sup>th</sup> June 2024
Location	Preferably Holbrook (working from Holbrook Landcare office) but flexible for the right candidate.
Salary	Annual gross salary of \$80,000 +, plus superannuation <i>**Salary commensurate to the candidate's level of experience.</i>
Requirements	Own vehicle: Reimbursement at current tax rate/km

### Duties include:

- I. Lead multi-organisational projects to deliver a range of activities to support land managers and farmers to undertake informed, evidence-based pasture management, livestock and grazing system decisions. Activities may include field days, workshops, demonstration sites, paddock research trials, development of extension materials and one-on-one landholder engagement.
- II. Work with various technical advisors to provide landholders and discussion groups with the most appropriate technical input to project activities around pastures, livestock and feedbase management.
- III. Work with the farming community to identify needs and priorities and respond to community group and member needs.
- IV. Develop project proposals including sourcing innovative ideas, identifying opportunities, establishing partnerships, defining scope, consulting with farming members and writing and submitting funding proposals.
- V. Manage project delivery including appropriate budget management, planning and meeting milestones, managing project teams, reporting and developing communication products.
- VI. Foster partnerships with funding agencies, such as the SNSW Innovation Hub, Local Land Services, Research Development Corporations, Universities and liaise with project partners, such as other Farming Systems Groups, government agencies and non-government organisations.
- VII. Other duties as required

**Required Attributes:**

- Knowledge of pasture-based systems, agronomy and soils, including an understanding of the issues and constraints impacting on grazing systems of the region
- Experience working with producers in Australian temperate grazing systems.
- Ability to think strategically and to recognise and act on potential opportunities
- Excellent networking, relationship building and people skills, especially relevant to working with farmers and research organisations
- Good verbal and written communication, coordination, administration and computing skills
- Be a good team player
- Can manage 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. The position will involve some travel around the region and, very infrequently, overnight stays may be required.
  - You may be required to use your own vehicle for work purposes and will need to provide copies of current registration and insurance. Any work-related vehicle use will be reimbursed on a per kilometre basis in line with current Australian Tax Office recommended rates.
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# APPLICATION PROCESS AND SELECTION CRITERIA

To apply, please provide ALL 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 criterion directly.
- Complete applications addressed to Alison Southwell by email at [office@holbrooklandcare.org.au](mailto:office@holbrooklandcare.org.au) by **11pm Sunday 26<sup>th</sup> of June 2022.**

## SELECTION CRITERIA

**Applicants must address each of the essential selection criteria with relevant examples.**

### Essential

1. Undergraduate qualification and relevant working experience in pastures, agronomy or soil management or equivalent.
2. Relevant experience in working and communicating with landholders or groups to facilitate decision making regarding on farm practice change and land management.
3. High level interpersonal skills including facilitation, negotiation and ability to work in a team environment, both with project partners and other colleagues.
4. Demonstrated ability in project management including developing and writing funding applications, delivering activities to a timeline, managing budgets, record keeping and report writing.
5. Well-developed written and oral communication skills, including competence in the use of Microsoft Office suite, email and online systems.
6. A current driver's license.

### Desirable

7. Experience in project leadership
8. Demonstrated understanding of grazing systems and land management challenges in medium to high rainfall zone of the eastern Murray and Murrumbidgee regions.