



## Position description

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<b>Position:</b>	<b>Drought Resilience Coordinator</b>
<b>Reports to:</b>	GSNRM Chief Executive Officer, however the role will require frequent engagement with the TNQ Hub Knowledge Broker
<b>Supervises:</b>	Supervise contractors, sub-contractors, and support staff in relation to project deliverables as required
<b>Location:</b>	Georgetown, Queensland
<b>Classification:</b>	Level 3.2
<b>Employment terms:</b>	Full time or Part time (60-75 hours per fortnight), fixed term to 24 December 2024.
<b>Salary Range:</b>	The commencing salary will be \$82,811 per annum full time equivalent (37.50 hr week) or \$42.47 per hour, reviewed annually.

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### About Gulf Savannah NRM

Gulf Savannah NRM is involved in a broad range of NRM programs such as grazing lands and farming extensions, Traditional knowledge recording, environmental education and biodiversity monitoring and conservation. The Northern Gulf region stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

### About this role

The Drought Resilience Coordinator is accountable to the CEO as part of the Gulf Savannah NRM leadership team and works as part of a multi-disciplinary team across the organisation. As part of the leadership team, the Drought Resilience Coordinator contributes to all aspects of Gulf Savannah NRM's Corporate Strategic Plan. The Drought Resilience Coordinator will be a key contact that represents the TNQ Hub within the Gulf Savannah Node (GSN). The Coordinator will provide both proactive and reactive advice and support to land managers in relation to drought resilient activities and opportunities within their region. Due to the expansive size of the TNQ region, the Coordinator will also share key findings, knowledge and opportunities that might also benefit other TNQ Nodes. The Drought Resilience Coordinator is responsible for ensuring efficient and timely delivery of projects within the GSN. The Drought Resilience Coordinator will deliver excellence in extension and providing technical support for the delivery of improved Drought Resilience to the region.

### Duties of this role

1. Lead and manage the Tropical North Queensland Drought Resilience Adoption and Innovation Hub' Gulf Savannah Node (GSN), and within any team that is formed, facilitate a positive culture that is aligned to the company's mission, objectives, values and principles. Be the key point of contact for drought resilience queries in the region.
2. Participate in Hub activities and events in the region (co-design). Identify and capture the needs of end users that aim to meet the purpose of the TNQ Hub and link existing research and knowledge against an identified need. Identify projects and develop project definitions that include key stakeholder involvement.
3. Regular connection with Knowledge Broker regarding activities including (but not limited to) communications and marketing. Capture and provide in-kind contributions (as required/requested) to the Knowledge Broker to allow the TNQ Hub to meet reporting requirements.
4. Create an environment that encourages collaboration and knowledge sharing including regular participation in Node/TNQ Hub meetings. Create processes that aim to improve the flow of information within and between the Nodes and the TNQ Hub.
5. Undertake and deliver activities that relate to the TNQ Hub's Operational, Monitoring Evaluation and Learning (MEL) and Communication's plans. Link regional activities with the Hub activities
6. Be the regional coordinator for Hub level Activities (Transformational Agricultural Systems, Coordination and Outreach, Innovation and Commercialisation, Building Human Capacity, Sustainable Aboriginal and Torres Strait Islander Enterprise).

7. Undertake GSN specific drought resilience activities/projects.
8. Support the GSNRM CEO and project staff with project development and project management.
9. Be responsible for monitoring the delivery of projects to ensure project staff meet milestones within allocated budgets.
10. Coordinate the provision of specialist services for the GSN, including managing contractors, as necessary.
11. Liaise with funders regarding grant applications, reporting and acquittals, ensuring a high level of reporting to funders and accurate and timely acquittal of grant funding.
12. Project manage projects within the GSN program area as necessary, including engaging with farmers and graziers to deliver improved NRM outcomes in the Northern Gulf Region.
13. Actively participate as part of the leadership team to ensure development and delivery of the Company's strategic and operational goals.
14. Provide regular reporting to the GSNRM leadership team, Board and members on matters relevant to the GSN.
15. As part of the Leadership team, play a key role in the development and management of systems that support the operations of the organization.
16. As part of the Leadership team, play a key role in the effective identification of opportunities to deliver on GSNRM's vision and mission, and support the preparation of competitive grant funding or sponsorship applications.

### **Other identified descriptors**

- Actively follow up with stakeholders and support extension activities.
- Regularly engage with key stakeholders, Traditional Owners and industry in the region including farmers/graziers, Indigenous landholders, communities, researchers and business.
- Undertake communication activities through various channels that aim to show a regular presence in the region, including but not limited to webinars, Node meetings etc.
- Active involvement in co-design activities within the region and identify opportunities to further improve co-design outputs.
- Utilise existing Producer Groups to deliver messaging and opportunities available through the Drought Hub.
- Actively support community resilience projects.
- Actively participate in school talks/presentations and promote activities being delivered by the Node/Hub.
- Provide support and guidance with Grants submissions.
- Regular needs analysis activities (ongoing activity).
- Reviewing/summarising existing information (ongoing activity).
- Undertake dissemination/translation of information activities and continual definition of processes (ongoing activity).

### **Key attributes**

- High level project management experience.
- Knowledge of sustainable grazing and agriculture practices and the application of best practice natural resource management to agricultural and pastoral settings.
- Experience in industry extension principles and practices, industry engagement and the delivery of capacity building activities for the agricultural and pastoral sectors.
- Excellent time management and organizational skills with the ability to set and meet deadlines, and an ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Experience providing effective leadership and management for staff.

### **Mandatory Requirements**

#### **Qualifications & Experience**

- Tertiary qualifications in a relevant field, e.g. Agricultural Science, Environmental Science, or Natural Resource Management;
- Experience with managing staff and contractors;
- Experience working with not-for-profit community groups, NRM groups, or similar would be advantageous.

#### **Licences**

- You must hold a manual C Class Driver's License and be eligible for a Blue Card.
- Successful candidates will be required to undertake first aid and cultural awareness training.

## Other Requirements

- On occasion, GSNRM staff may be required to travel and undertake tasks outside normal work hours. This needs to be approved by the Chief Executive Officer prior to any work being undertaken. GSNRM does not offer paid overtime however a Time Off in Lieu Agreement (TOIL) can be entered with the approval of the Chief Executive Officer and prior to being accrued.
- It is a standard requirement that successful applicants agree to undertake a pre-employment medical and random drug and alcohol testing when required by GSNRM.
- This is a Community Engagement role. All employees are required to adhere to Gulf Savannah NRMs Covid-19 Vaccination and Testing Policy (available on request).

## Selection Criteria

<b>1 Management Accountability</b>
<ul style="list-style-type: none"><li>• Demonstrated skills in the management and leadership of multi-disciplinary teams.</li><li>• Demonstrated time management skills with an ability to manage multiple projects and meet deadlines.</li><li>• High level project management experience, preferably in a not-for-profit, grants-based organization.</li></ul>
<b>2 Technical Responsibilities</b>
<ul style="list-style-type: none"><li>• Technical skills/knowledge of sustainable agriculture and grazing practices, drought resilience, climate forecasting, vegetation management, soil science, pest and weed management and related subjects, and experience applying this knowledge in an industry extension role.</li><li>• High degree of computer literacy including proficiency with Microsoft Office suite.</li><li>• Experience in industry extension and the development of networks as extension tools would be highly regarded.</li></ul>
<b>3 Partnerships and Communication</b>
<ul style="list-style-type: none"><li>• Demonstrated ability and willingness to work effectively with diverse stakeholder groups and with staff of partner organizations.</li><li>• High level of written and verbal communication skills.</li><li>• Demonstrated high level negotiation, facilitation and consultation skills.</li></ul>
<b>4 Problem Solving</b>
<ul style="list-style-type: none"><li>• Demonstrated ability to identify and analyze problems and develop and implement improvements.</li><li>• Experience in supporting staff to develop practical and innovative solutions to challenges.</li></ul>
<b>5 Workplace Health and Safety and Personal Conduct</b>
<ul style="list-style-type: none"><li>• Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.</li></ul>
<b>6 Qualifications and Experience</b>
<ul style="list-style-type: none"><li>• Qualifications in agricultural science, environmental science or other relevant field, plus relevant work experience</li><li>• Current open 'C' class driver's license is essential</li><li>• Four-wheel drive vehicle experience is desirable</li><li>• Working with Children Blue Card, or ability to obtain.</li></ul>

## Citizenship

To be appointed you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia permanently.

Approved

Zoe Williams

27 September 2021

**Signature**

**Name**

**Date**

Chief Executive Officer  
Gulf Savannah NRM