



27<sup>th</sup> October 2023

Dear Applicant,

Application Kit – Monitoring, Evaluation and Planning Officer

Thank you for your interest in applying for the Monitoring, Evaluation and Planning Officer at Gulf Savannah NRM. This is a full time or part time (60-75 hours per fortnight), fixed term position to 24 December 2024 (with the possibility of extension) based in Mareeba or Georgetown (QLD).

Applications must be submitted online at: <http://www.gulfsavannahnrm.org/employment>

The online application process requires the submission of the following:

1. Online application form
2. Cover Letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum 2 pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is Monday 20<sup>th</sup> November 2023 and your application must be submitted by 9am (AEST). Upon receipt of your application, you will be sent a confirmation email. Please contact Zoe Williams on

4092 1088 or [hr@gulfsavannahnrm.org](mailto:hr@gulfsavannahnrm.org) if you do not receive an email within 24 hours or you would like more information on the position.

All applications will be treated with the utmost confidentiality.

Kind regards,

Zoe Williams  
Chief Executive Officer



## Position description

Position:	Monitoring, Evaluation and Planning Officer
Employer:	Gulf Savannah NRM
Reports to:	Team Leader Environment
Supervises:	May supervise sub-contractors and support staff in relation to project deliverables
Location:	Mareeba or Georgetown, Queensland.
Classification:	Level 3.2
Employment terms:	Full time or Part time (60-75 hours per fortnight), fixed term to 24 December 2024 (with the possibility of extension)
Salary Range:	Commencing wage \$88,708 per annum full time or \$45.49 per hour.
Contact officer:	Zoe Williams, Chief Executive Officer Phone 0448 680 445

### About this role

The position is required to work as part of the Gulf Savannah NRM team. The Monitoring, Evaluation and Planning Officer will manage the effective planning, delivery and monitoring of projects focussed on assessing, monitoring and planning for natural assets in the Northern Gulf region.

### Duties of role

To achieve the outcomes required by this role, you must be able to:

- Establish methods to assess trajectory of condition and extent of natural assets.
- Review, assess and implement methods and tools to inform decisions on where and how to invest
- Maintain currency in relevant systems, models and software to inform the delivery of services and assess return on investment;
- Contribute to the design of new programs and projects, including preparation of applications and tenders;
- Develop and maintain collaborative partnerships with external delivery partners and organisations to achieve outcomes;
- Compile, analyse, and interpret various datasets to create a high-quality scientific reports
- Monitor the implementation of the regional NRM plan and update the plan as required
- Work with other Gulf Savannah NRM staff and external partners as necessary and appropriate to ensure projects meet milestones and are delivered on-budget.
- Assist with the preparation of articles, Facebook posts and photos for Gulf Savannah NRM communications products to update the community about Northern Gulf matters as they relate to your work program
- Provide regular reports to the Team Leader Environment and/or Chief Executive Officer on work completed and key activities underway.
- Comply with all Gulf Savannah NRM policies and procedures
- Attend Gulf Savannah NRM meetings when requested, including presenting outcomes of the agriculture work program

### Key attributes

Within the context of the duties described above, the ideal applicant will be someone who has the following attributes:

- Strong monitoring and evaluation skills in an environmental setting, including the ability to conduct assessments of land condition, vegetation and other environmental indicators in accordance with prescribed methodologies.
- Knowledge of sustainable beef production practices and the environmental indicators of best practice

- grazing as related to natural resource management.
- Knowledge of, or the ability to rapidly acquire knowledge, of the relationships between grazing land management practices and the improvement or decline in land condition; the ability to assess and benchmark grazing land condition.
- Knowledge of environmental benchmarking systems and environmental accounting principles.
- High level of computer skills particularly in relation to mapping, data collection and analysis and Microsoft office software
- Experience in program management include monitoring milestones, deliverables and budgets.
- Good communication skills with a particular focus on written communication skills for reporting.
- Excellent time management skills to meet deadlines.
- Willingness to be part of a team and support others.
- Ability to work with very minimal supervision.
- Able to undertake regular travel and field work in remote locations. Must have C class driver's license.

## Qualifications

Degree in Environmental Science, NRM, Agriculture or related field, and relevant experience in monitoring and evaluation of environmental assets.

## Other requirements

On occasion, Gulf Savannah NRM 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. Gulf Savannah NRM 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 Gulf Savannah NRM.

This position has been identified as a public engagement role. The incumbent will be required to comply with Gulf Savannah NRM's Covid-19 Vaccination and Testing policy (available on request).

## Citizenship

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

## Selection Criteria

### 1 Management Accountability

- Demonstrated ability in project management, including: work plan development and prioritisation, monitoring, evaluation and reporting against work plan and project outcomes.
- Demonstrated time management skills with an ability to manage multiple projects and meet deadlines.

### 2 Technical Responsibilities

- High degree of proficiency in data analysis and preparation of scientific reports
- Knowledge of sustainable agriculture principles.
- Knowledge of environmental accounting and benchmarking systems.
- Experience in the use of GIS systems.
- High degree of computer literacy including proficiency with Microsoft Office suite.

### 3 Partnerships and Communication

- Demonstrated ability and willingness to work effectively with diverse stakeholder groups (graziers, Indigenous landholders, community and industry groups, government) and with staff of partner organisations to develop and implement sustainable agriculture projects.
- Demonstrated ability to communicate effectively as required to support improvement of land management practices.
- Demonstrated ability to work across teams with people with different skills and expertise.

### 4 Problem Solving

- Demonstrated ability to work independently, identify and analyse problems, and develop and implement improvements.

#### 5 Workplace Health and Safety and Personal Conduct

- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.

#### 6 Qualifications and Experience

- Qualification in Agricultural Science, Environmental Science, Natural Resource Science or related field is essential.
- Grazing industry and/or NRM field work experience is highly desirable.
- Current open 'C' class driver's license is essential
- Four-wheel drive vehicle experience is desirable
- Working with Children Blue Card (or ability to obtain) is highly desirable

Approved



Zoe Williams

5 December 2022

**Signature**

**Name**

**Date**

Chief Executive Officer  
Gulf Savannah NRM