



Position description

Position:	Biosecurity Coordinator
Reports to:	Sustainable Land Management Program Manager
Supervises:	Supervise contractors, sub-contractors, and support staff in relation to project deliverables as required
Location:	Mareeba, Georgetown or Croydon, Queensland
Classification:	Level 3.2
Employment terms:	Full time or Part time (60-75 hours per fortnight). Fixed Term for 24 months
Salary Range:	Commencing salary \$94,261 per annum full time equivalent (37.50 hr week) or \$48.34 per hour.

About Gulf Savannah NRM

Gulf Savannah NRM delivers a range of programs including agricultural extension, environmental education and biodiversity monitoring and conservation. We operate primarily in the Northern Gulf region which stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

Our VISION

Vital landscapes. Vibrant communities. Thriving futures.

Our PURPOSE

Integrated delivery that lands

Our VALUES

Trust from the ground up

Community and environmental resilience and capacity

Individual & organisational diversity and competence

Our team as high performing, engaging, and adaptable

About this role

The Biosecurity Coordinator is responsible for providing coordination and advice for biosecurity projects across Gulf Savannah NRM and works as part of a multi-disciplinary team across the organisation. As part of the Operations Management Team, the Biosecurity Coordinator contributes to the delivery of Gulf Savannah NRM's Strategic Plan. The Coordinator will provide both proactive and reactive advice and support to land managers in relation to biosecurity activities and opportunities within the region. The Coordinator will work collaboratively with NRM Regional Feral Pig coordinators, Indigenous Land and Sea Rangers, local government Lands Officers, Queensland Government Biosecurity Officers, researchers and other stakeholders to share information, knowledge and opportunities to improve the coordination and delivery of biosecurity activities across north and north west Queensland. The Biosecurity Coordinator is responsible for ensuring efficient and timely delivery of projects and delivering excellence in extension and technical support related to biosecurity matters.

Duties of this role

1. Lead and manage the delivery of the Regional Feral Pig Coordination project for Gulf Savannah NRM.
2. Be the key point of contact for biosecurity, pest animal and weed queries in the region. Regularly engage with key stakeholders, including Traditional Owners, farmers, graziers, Indigenous landholders, state and local government officers and researchers.
3. Undertake specific biosecurity activities/projects, including supporting land managers with biosecurity planning and providing pest and weed control advice.
4. Undertake communication activities to support the delivery of improved biosecurity outcomes, including supporting the Communications officer with the preparation of media releases, advertising and other communications materials.

5. Support the CEO, Program Managers and project staff with technical expertise related to biosecurity, pest animals and weed management.
6. Be responsible for monitoring the delivery of projects to ensure project staff meet milestones within allocated budgets.
7. Coordinate the provision of specialist services for Gulf Savannah NRM, including managing contractors, as necessary.
8. Prepare grant applications, reporting and acquittals, ensuring a high level of reporting to funders and accurate and timely acquittal of grant funding. Play a key role in the effective identification of opportunities to deliver on Gulf Savannah NRM's vision and mission as they relate to your area of expertise.
9. Project manage projects within the program area as necessary, including engaging with farmers and graziers to deliver improved NRM outcomes in the Northern Gulf Region.
10. Actively participate as part of the Operations Management Team to ensure development and delivery of the Company's strategic and operational goals.
11. Provide regular reporting to the Executive Leadership team, Board and members on matters relevant to Gulf Savannah NRM.
12. Assist in the delivery of other projects or organisational activities as required and with regards to your skills, as directed by the Program Manager Sustainable Land Management or CEO.

Key attributes

- High level project management experience.
- Knowledge of best practice biosecurity measures, pest animal management techniques and weed management, and the application of these practices to sustainable grazing and agricultural operations.
- 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.

Mandatory Requirements

Qualifications & Experience

- Tertiary qualifications in a relevant field, e.g. Agricultural Science, Environmental Science, or Natural Resource Management;
- High level project management experience;
- 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, 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.

Selection Criteria

1 Management Accountability

- Demonstrated time management skills with an ability to manage multiple projects and meet deadlines.
- High level project management experience, preferably in a not-for-profit, grants-based organization.

2 Technical Responsibilities

- Technical skills/knowledge of best practice biosecurity practices, pest animal management and weed management, sustainable agriculture and grazing practices, and related subjects.
- High degree of computer literacy including proficiency with Microsoft Office suite.
- Experience in industry extension and the development of networks as extension tools would be highly regarded.

3 Partnerships and Communication

- Demonstrated ability and willingness to work effectively with diverse stakeholder groups and with staff of partner organizations.
- High level of written and verbal communication skills.
- Demonstrated high level negotiation, facilitation and consultation skills.

4 Problem Solving

- Demonstrated ability to identify and analyze problems and develop and implement improvements.
- Experience in supporting staff to develop practical and innovative solutions to challenges.

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

- Qualifications in agricultural science, environmental science or other relevant field, plus relevant work experience
- 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.

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 August 2024

Signature

Name

Date

Chief Executive Officer
Gulf Savannah NRM