



## Position Description

Position:	<b>Monitoring, Evaluation and Planning Coordinator</b>
Reports to:	CEO
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 30 June 2028
Salary Range:	Commencing salary \$97,560 per annum full time (plus super) or \$50.03 per hour, reviewed annually

### About Gulf Savannah NRM

Gulf Savannah NRM is a not-for-profit natural resource management company and a registered charity, working with the people and communities of the Northern Gulf to create opportunities for current and future generations. We balance social, economic and cultural interests to maintain environmental values and healthy ecosystems. The Gulf Savannah NRM team works from offices in Georgetown, Croydon and Mareeba, delivering services that support vital landscapes, vibrant communities and thriving futures.

### 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 Monitoring, Evaluation and Planning Officer works across the organisation, supporting multi-disciplinary teams to delivery excellence in project monitoring and evaluation. The Monitoring, Evaluation and Planning Officer will be responsible for monitoring the implementation of the Northern Gulf Regional NRM Plan and undertaking scheduled reviews of the Regional NRM Plan. The MEP Officer will support the CEO and leadership team to drive continuous improvement across the organisation.

### Duties of role

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

- Model Gulf Savannah NRM's corporate values through values-based behaviors – being trustworthy, striving to build capacity and resilience of communities and the environment, valuing diversity and competence, and contributing to our high performing, engaging and adaptable team.
- Review, assess and implement methods and tools to monitor the condition and extent of natural assets and inform investment decisions
- Maintain currency in relevant systems, models and software to inform the delivery of monitoring and evaluation services

- Contribute to the design of new programs and projects, including preparation of competitive funding 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 quality monitoring, evaluation and reporting is undertaken for all projects
- 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 Program Managers, Team Leaders and Chief Executive Officer on work completed and key activities underway. Provide reports to the Board and Members on the implementation of the NRM Plan, as requested.
- Represent Gulf Savannah NRM at meetings, acting within delegated authority.
- Comply with all Gulf Savannah NRM policies and procedures.

### Key attributes

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

- Able to contribute to a positive team environment that builds trust and recognizes everyone's contributions.
- Strong monitoring and evaluation skills, preferably in an environmental or NRM setting, including the ability to develop project logics, identify relevant indicators and establish monitoring plans.
- Experience conducting NRM or ecological field work. Prior experience undertaking assessments of land condition, vegetation assessments or other environmental indicators in accordance with prescribed methodologies is highly desirable.
- Knowledge of sustainable agricultural practices and associated environmental indicators.
- Knowledge of environmental benchmarking systems and environmental accounting principles.
- High level of computer skills particularly in relation to mapping and geographical information systems, data collection and analysis and Microsoft office software
- Experience in project management include monitoring milestones and budgets and completing reporting.
- Excellent written and verbal communication skills with a particular focus on science communication, and strong technical writing skills for reporting and preparing plans.
- Excellent time management and organizational skills with the ability to set and meet deadlines and work across multiple projects simultaneously.
- Personal integrity and accountability for project and program objectives. The ability to show initiative and take on challenges.
- Strategic thinker with the ability to consider the big picture and identify opportunities to achieve multiple benefits from work activities.
- Pursues continuous growth and embraces opportunities to expand knowledge and experience.

### Qualifications

Degree in Environmental Science, NRM, Agriculture, Biology, Ecology or related field, and relevant experience in monitoring environmental assets and completing evaluation and reporting for environmental or sustainable agriculture projects.

### 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 role will require regular travel throughout the region, as well as occasional travel throughout

Queensland and interstate. The ability to spend several nights each month away from home is a requirement of the role. Gulf Savannah NRM supplies a vehicle for work related travel.

- 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

<b>1 Management Accountability</b>
<ul style="list-style-type: none"><li>• Project management experience, preferably in a not-for-profit, grants-based organization.</li><li>• Demonstrated time management skills with an ability to work across multiple projects and meet deadlines.</li><li>• Demonstrated strategic thinking and the ability to deliver on organizational goals by setting direction that considers the big picture.</li></ul>
<b>2 Technical Responsibilities</b>
<ul style="list-style-type: none"><li>• A thorough understanding of monitoring, evaluation and continuous improvement principles, practices and tools, and experience applying this knowledge in an environmental or sustainable agriculture role.</li><li>• Strong facilitation skills and experience successfully implementing new practices or tools into existing work systems to support continuous improvement</li><li>• High degree of computer literacy including proficiency with Microsoft Office suite. Experience utilizing GIS and AI tools to analyze, interpret and present data to inform decision making 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, both internal and external, to achieve organizational goals.</li><li>• Demonstrated ability to tailor communication style to diverse audiences, and deliver clear and consistent messages in both written and verbal communications.</li><li>• Demonstrated high level negotiation skills, including establishing a clear understanding of key issues and a willingness to listen to a range of perspectives and explore solutions.</li></ul>
<b>4 Problem Solving</b>
<ul style="list-style-type: none"><li>• Demonstrated ability to identify and analyze problems, and develop practical and innovative solutions.</li><li>• Experience in evaluating and reviewing systems and processes to support continuous improvement</li><li>• Demonstrated ability to use data and information to support decision making and measure impact</li><li>• Identifies and promotes opportunities to achieve multiple benefits from work activities</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, in particular in relation to travelling and working in regional and remote locations.</li><li>• Demonstrated awareness of ethical conduct and a willingness to reflect Gulf Savannah NRM's corporate values in all aspects of work</li><li>• Demonstrated awareness of real and perceived conflicts-of-interest, and experience in effectively managing conflict-of-interest.</li></ul>
<b>6 Qualifications and Experience</b>
<ul style="list-style-type: none"><li>• Tertiary qualifications in a relevant field, plus relevant work experience involving monitoring and evaluation.</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>