



# Position Description

<b>Position:</b>	<b>NRM Program Manager</b>
<b>Reports to:</b>	Chief Executive Officer
<b>Supervises:</b>	Project Staff and contractors as required
<b>Location:</b>	Mareeba or Georgetown, Queensland
<b>Classification:</b>	Level 3.3
<b>Employment terms:</b>	Full time or Part time (60-75 hours per fortnight)
<b>Salary Range:</b>	Salary will be \$107,703 per annum full time (37.50 hr week) or \$55.23 per hour Plus Superannuation
<b>Contact officer:</b>	Zoe Williams, Chief Executive Officer Phone 07 4092 1088

## 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

NRM Program Managers are accountable to the CEO as part of the Executive Leadership Team and work as part of multi-disciplinary teams across the organisation through the Operations Management Team. The Program Manager contributes to all aspects of our Strategic Plan and is expected to model our Corporate Values. The NRM Program Manager is responsible for ensuring efficient and timely delivery of projects within their program area and overseeing the budgets of projects. NRM Program Managers are responsible for the delivery of integrated natural resource management solutions for the region.

## Duties of this role

1. The NRM Program Manager will facilitate a positive culture that is aligned to the company's vision, purpose, and values.
2. Support the CEO and project staff with project delivery and project management.
3. Be responsible for monitoring the delivery of projects to ensure project staff meet milestones within allocated budgets.
4. Coordinate the provision of specialist services, including managing contractors, as necessary.
5. 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.
6. Manage projects within the program area, including engaging with land managers, partners, and stakeholders.
7. Actively participate as part of the Executive Leadership team to ensure development and delivery of the Company's strategic and operational goals.
8. Provide regular reporting to the CEO, Board, and members on matters relevant to the program area.
9. Take a lead role in preparing competitive grant funding or sponsorship applications, including building values aligned

partnerships to deliver on our Strategic Plan and Corporate Vision and Purpose.

10. Assist in the delivery of other projects or organisational activities as required and with regards to your skills, as directed by the CEO.

## Key attributes

- Proven knowledge and experience in developing and managing NRM programs, with a strong understanding of key NRM principles such as climate change adaptation, biodiversity conservation, sustainable land management, risk assessment, and disaster resilience. This includes skills in strategic planning, stakeholder engagement, program evaluation, and the ability to integrate scientific, cultural, and community perspectives into program delivery.
- High level project management experience.
- Strategic mindset and strong analytical skills to identify opportunities and solutions in complex issues and monitor performance over time
- Proven ability to collaborate, both within the organisation and with external stakeholders, and the ability to build effective partnerships with a diverse range of stakeholders
- 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. Sustainability, Community Development, Environmental Science, Agricultural Science or Natural Resource Management;
- Extensive experience in project management, preferably in the planning, delivery, and evaluation of NRM programs, including the coordination of resources, timelines, budgets, and stakeholder engagement.
- 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 Licence 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 must be approved by the Chief Executive Officer before any work is done. 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 before 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.

### 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

- Sound knowledge of climate change adaptation, biodiversity conservation, sustainable land management, risk assessment, and disaster resilience as they relate to natural resource management, along with demonstrated experience applying this knowledge in an extension role and/or through the delivery of on-ground projects.
- High degree of computer literacy including proficiency with Microsoft Office suite.
- Sound knowledge of drought, disaster and climate policy and planning frameworks both within Australia and globally.
- Experience in GIS systems or ability to rapidly acquire these skills would be highly regarded.

#### 3 Partnerships and Communication

- Demonstrated ability to build and maintain effective collaborations with diverse stakeholder groups and partner organizations.

- High level of written and verbal communication skills.
- Demonstrated high level negotiation, facilitation, and consultation skills. Experience in designing and delivering workshops.

#### 4 Problem Solving

- Demonstrated ability to identify and analyze complex 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.
- Self-motivated, with strong personal integrity and a commitment to the organization's values.

#### 6 Qualifications and Experience

- Qualifications in Sustainability, Community Development, Environmental Science, Agricultural Science, Natural Resource Management or related 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

7 May 2025

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Signature	Name	Date
Chief Executive Officer Gulf Savannah NRM	Zoe Williams	7 May 2025

Chief Executive Officer  
Gulf Savannah NRM