



Position description

Position:	NRM Project Officer
Reports to:	Program Manager
Supervises:	Supervise contractors, sub-contractors, and support staff in relation to project deliverables as required
Location:	Georgetown, Queensland.
Classification:	Level 3.1
Employment terms:	Full time or Part time (60-75 hours per fortnight), fixed term to 30th September 2028.
Salary Range:	The commencing salary will be \$92,546 per annum full time equivalent (37.50 hr week) or \$47.46 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

NRM Project Officers are accountable to the Program Managers, and work as part of a multi-disciplinary team across the organisation. Project Officers are responsible for supporting Gulf Savannah NRMs delivery of NRM projects, and work with landholders and the community to deliver improved natural resource management outcomes for the Northern Gulf. Project Officers are responsible for ensuring efficient and timely delivery of projects, including managing project budgets and completing project reporting for funders, partners, Gulf Savannah NRM's Leadership Team, Board of Directors and members. The NRM Project Officer will demonstrate excellence in coordination, extension and facilitation, and provide technical support to deliver projects focussed on environmental, social and economic outcomes.

Duties of this role

1. Model Gulf Savannah NRM's corporate values through values-based behaviors – being trustworthy, striving to build capacity and resilience of our communities and the environment, valuing diversity and competence, and contributing to our high performing, engaging and adaptable team.

2. Deliver projects which improve NRM outcomes in the Northern Gulf Region. Ensure projects are delivered on time, on budget and deliver quality outcomes in accordance with the project plan.
3. Facilitate networks of stakeholders to engage in NRM project activities. Collaborate with a range of partners, including researchers and subject matter experts, farmers and graziers, First Nations peoples, Commonwealth, State and Local Government, industry representatives and the community.
4. Coordinate workshops, field days, webinars and other capacity building events for land managers and the community.
5. Assist with the preparation of communications materials to promote key messages of projects to stakeholders and publicize project outcomes.
6. Coordinate the provision of specialist services, including managing contractors, as necessary.
7. Undertake project monitoring using approved methodologies, including soil and water sampling, vegetation and land condition assessments, flora and fauna surveys.
8. Report on the activities undertaken and outcomes of projects. Ensure a high level of reporting to funders and accurate and timely acquittal of grant funding. Provide regular reporting to the Gulf Savannah NRM leadership team on progress towards project milestones and activities being undertaken.
9. Assist with the preparation of communication products, including articles and social media posts related to your work program.
10. Support the development of project proposals and the preparation of competitive grant funding or sponsorship applications.
11. Represent Gulf Savannah NRM at meetings as requested, acting within delegated authority.
12. Comply with all Gulf Savannah NRM policies and procedures.

Key attributes

- Experience in project management, including monitoring milestones and budgets and completing reporting.
- Experience in the application of sound engagement principles working with a diversity of stakeholders, including farmers, graziers and Traditional Custodians. Willing to contribute to a positive team environment that builds trust and recognizes everyone's contributions.
- An understanding of best practice natural resource management, especially in the context of agricultural and/or pastoral landscapes.
- Excellent time management and organizational skills with the ability to set and meet deadlines and manage multiple projects simultaneously.
- Strong written and verbal communication skills, with a focus on science communication and the ability to tailor a message to an audience.
- Strong computer skills, including experience using Microsoft Office software.
- Personal integrity and accountability for project and program objectives. The ability to show initiative and take on challenges.
- Pursues continuous growth and embraces opportunities to expand knowledge and experience.
- Ability to undertake field work in remote locations. Must have a manual C class drivers license.

Mandatory Requirements

Qualifications & Experience

- Tertiary qualifications in a relevant field, e.g. Biology, Earth Sciences, Agricultural Science, Environmental Science, Natural Resource Management;
- Experience managing projects with multiple stakeholders.

Licences

- You must hold a manual C Class Driver's License
- You must hold a current Blue Card (Working with Children Card) or be able to obtain one on commencement of employment. It is a requirement of the position to maintain a Blue Card for the duration of employment.
- 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. Gulf Savannah NRM does not offer paid overtime however a Time Off in Lieu (TOIL) arrangement can be entered into with the approval of the Team Leader 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

1 Management Accountability
• Project management experience, including workplan development, budgeting and monitoring, evaluation and reporting, preferably in a not-for-profit, grants-based organization. • Demonstrated time management skills with an ability to manage multiple projects and meet deadlines. • Ability to connect people to the organization and its vision.
2 Technical Responsibilities
• Knowledge of best practice natural resource management, and/or the application of sustainable agriculture principles in North Queensland production systems. • Facilitation skills and experience in agricultural extension or community engagement. • 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 and with staff of partner organizations to develop and implement natural resource management projects. • Demonstrated ability to communicate effectively and deliver clear and consistent messages in both written and verbal communications. • Demonstrated ability to work across teams of people with different skills and expertise.
4 Problem Solving
• Demonstrated ability to identify and analyze problems, and develop practical and innovative solutions. • Demonstrated ability to use data and information to support decision making
5 Workplace Health and Safety and Personal Conduct
• Knowledge of relevant Workplace Health and Safety considerations, in particular in relation to travelling and working in regional and remote locations. • Experience completing risk assessments and implementing hazard mitigation, especially in relation to field work. • Demonstrated awareness of ethical conduct and a willingness to reflect Gulf Savannah NRM's corporate values in all aspects of work • Demonstrated awareness of real and perceived conflicts-of-interest.
6 Qualifications and Experience
• Tertiary qualifications in a relevant field, plus relevant work experience • Current open manual 'C' class driver's license is essential • Four-wheel drive vehicle experience is desirable • Working with Children Blue Card, or ability to obtain.

Approved:



Zoe Williams

14/08 2026

Signature

Name

Date

Chief Executive Officer
Gulf Savannah NRM