

## POSITION DESCRIPTION

<b>BUSINESS TITLE</b>	Marine Project Coordinator, Peel Region, Western Australia
<b>JOB TITLE</b>	Conservation Practitioner IV
<b>JOB FAMILY</b>	Conservation
<b>JOB NUMBER</b>	450004
<b>SALARY GRADE</b>	5
<b>STATUS</b>	Salaried
<b>TERM</b>	Contract Term – 1 year (September 2020-September 2021)
<b>DATE</b>	July 2020



Protecting nature. Preserving life.

### A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit [www.nature.org](http://www.nature.org) or follow @nature\_press on Twitter.

The Nature Conservancy first commenced operations in Australia in 2002. Since that time TNC Australia has grown significantly and now conducts projects in all mainland Australian states and territories. Our work focuses on three main biogeographical zones – the Outback (including work with many Indigenous Traditional Owner groups supporting their efforts to manage their country for its cultural and conservation values); our Great Southern Seascapes (including our extensive shellfish reef building program across the bays and estuaries of southern Australia), and the Southern Murray-Darling Basin (including innovative water funds and property management). To learn more about our work in Australia visit [www.natureaustralia.org.au](http://www.natureaustralia.org.au) or follow us on Facebook @TNCAustralia.

### YOUR POSITION WITH TNC

The Marine Project Coordinator develops, manages and advances conservation programs, plans and methods for small to medium-scale geographic areas.

### ESSENTIAL FUNCTIONS

The Marine Project Coordinator provides technical leadership and support to TNC Australia's Oceans Program by planning, directing and implementing marine habitat restoration projects. They address critical threats to natural marine systems through the implementation of conservation strategies with a focus on delivering large-scale, in-water habitat restoration projects and coordinating partnerships with marine stakeholders, including government, aquaculture and fisheries industries, recreational and commercial fishers, Indigenous groups and the wider community. They implement a variety of strategies to secure public and private support for TNC marine conservation priorities and may also support other conservation priorities outside of Western Australia.

This position is based in the Peel Region, Western Australia. The primary role of the Marine Project Coordinator is to oversee the delivery of a major conservation initiative in the Peel-Harvey Estuary focused on (1) shellfish reef restoration and; (2) community engagement, including a dedicated Noongar engagement program.

The Project Coordinator will monitor and measure project progress, conduct corrective action as necessary, communicate project status information to all stakeholders. They will also perform risk management, issue resolution, and conflict management, and collaboratively solve complex problems. The Project Coordinator will work as part of a wider team across the national Oceans Program and communicate with staff in various other programs across the Conservancy, as well as with donors, volunteers and vendors.

### RESPONSIBILITIES & SCOPE

- Oversees all aspects of project coordination and delivery including planning, procurement, permitting, implementation and reporting.
- Gain cooperation from outside parties to accomplish project goals.
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development and assisting with fundraising.
- Ensures program compliance with internal policies and external requirements.
- Under minimal supervision, makes independent decisions based on analysis, experience and judgment.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Oversee the design, construction, management and monitoring of large-scale, in-water marine restoration projects.
- Identify new locations and coordinate project planning and implementation for new restoration projects.

## MINIMUM QUALIFICATIONS

- Bachelor's degree and 3 years' experience in natural resource management, aquaculture, coastal engineering or similar field or equivalent combination of education and experience.
- Experience managing staff or volunteers.
- Relationship building experience to work closely with a variety of partners, i.e., media, government officials, internal scientists.
- Experience completing tasks independently with respect to timeline(s).
- Experience with communication via written, spoken and graphical means in English and other relevant languages.
- Experience using common software applications such as Word, Excel, web browsers, etc.
- Experience in training.
- Must have valid driver's license.

## DESIRED QUALIFICATIONS

- Noongar language skills highly regarded, and multi-cultural or cross-cultural experience appreciated.
- 3-5 years' experience in natural resource management, similar field or equivalent combination of education and experience.
- ADAS Scientific Diving License.
- Coxswains License.
- Demonstrated high level of project management planning and implementation for new restoration projects.
- Knowledge of marine conservation and conservation science.
- Knowledge of current trends and practices in marine conservation, fisheries management and natural resource preservation.
- Ability to explain conservation practices to technical and non-technical audiences.
- Ability and willingness to apply science to decision-making and guide activities.

## ORGANIZATIONAL COMPETENCIES

<b>Builds Relationships</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>Collaboration &amp; Teamwork</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>Communicates Authentically</b>	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>Develops Others</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
<b>Drives for Results</b>	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
<b>Leverages Difference</b>	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>Systems Leadership</b>	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

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*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*