

Paddock Tree Project Coordinator

OVERVIEW

The role is responsible for the delivery of the Paddock Tree Project, in collaboration with a project team and under the guidance of a Coordinating Committee. Functions of the role include relationship management, recruitment of landholders, design and oversight of plantings, and maintenance of paddock trees.

CLASSIFICATION LEVEL

Award free - this position will be offered at TFL Classification Sub-program Leader Level 2.

SPECIFIC FUNCTIONS

1. Ensure project targets are met within timeframe; provide progress reports against milestones.
2. Maintain effective relationships with all stakeholders and actively contribute to the Coordinating Committee.
3. Identify factors and risks that may impact successful delivery and recommend corrective or preventive action to Coordinating Committee.
4. Recruit appropriate landholders and negotiate mutually beneficial outcomes.
5. Respond to issues or concerns raised by landholders and contractors.
6. Purchase all equipment and supplies in accordance with budgeted expense accounts.
7. Track project expenditure, reporting monthly to the Manager, Bush For Life.
8. Map planting locations; maintain project data using *GIS online* and other information management systems.
9. Supervise delivery of scheduled on-ground activities by employees and contractors.
10. Manage day-to-day work, health & safety (WHS) of workers in the field. Activities include:
 - 3.1. Job Safety Analysis and site assessments.
 - 3.2. Induction workshops.
 - 3.3. Incident response and reporting.
11. Actively seek out and foster positive working relationships with other organisations, groups and individuals to increase engagement with, and awareness of, the project.
12. Identify strategic opportunities for future partnerships and funding; prepare funding bids.
13. Contribute to development of fact sheets and marketing material (hard copy & web based).
14. Represent TFL in the public sphere e.g. conference presentations, media events.

SPECIAL CONDITIONS

1. A current Class C Driver's License & ability to drive a 1 tonne 4WD vehicle with trailer is essential.

GENERAL DUTIES

1. Comply with all Trees For Life policies and procedures.
2. Welcome visitors to Trees For Life locations and events.
3. Contribute to a safe, friendly and productive work environment.

REPORTING RESPONSIBILITIES

1. The position reports to the Manager, Bush For Life.
2. The key staff reporting to this position are the Project Communications Officer, OGW Team Leader and OGW Team Members. The role also engages and supervises sub-contractors.

PADDOCK TREE PROJECT COORDINATOR

SKILLS & ABILITIES

1. Proven leadership and team management skills.
2. Proven ability to form strong relationships with internal and external stakeholders.
3. Proven organisational skills and the ability to work under pressure to meet deadlines: demonstrated ability to prioritise competing tasks.
4. Ability to manage budgets and expenditure accounts within approved parameters.
5. High level proficiency using Microsoft Office and GIS software packages.
6. Excellent interpersonal and communication skills; ability to prepare written reports and plans.
7. Sound analytical skills and ability to present information in a manner relevant to the intended audience.

KNOWLEDGE & EXPERIENCE

1. Previous experience in managing mid-range projects including resource allocation, budgeting, purchasing and expenditure.
2. Proven experience in building positive relationships with primary producers and an understanding of farming practices and terminology.
3. Experience in developing and trialling products and services to meet a specific need.
4. Awareness of WHS legislative requirements and good understanding of WHS policies and practice applied in the field.
5. Experience managing field staff and contractors.
6. Working knowledge of South Australian flora and introduced plant species; a broad knowledge of the biodiversity of SA and rationale for conservation.
7. Qualification in biology, Conservation & Land Management or a related discipline (desirable).
8. A current Class C Driver's License and ability to drive a 1 tonne 4WD vehicle with trailer.
9. Current First Aid certification (essential).

PERSONAL ATTRIBUTES

1. High level of initiative and efficiency and an ability to work and problem solve with minimal guidance.
2. Practical and organised.
3. Flexibility and a willingness to take on new challenges.
4. Physically fit to a level enabling safe completion of the duties.
5. Strong team player within a diverse environment.
6. Personal commitment to environmental protection.

Approved by: Natasha Davis CEO

Signed:

Date:

Accepted by :

Signed:

Date:
