

# Project Officer

## Position Description

**Date: Friday, 15 May 2026**

### The organisation

As Australia's only national bird conservation charity, we are on a mission to put birds and nature on the path to recovery within a decade, leading and facilitating action that halts biodiversity loss and restores ecosystems. We can only achieve this with the help and support afforded to us by our diverse stakeholders including supporters, campaigners, donors, members and like-minded conservation organisations.

BirdLife Australia takes a science and evidence-based approach to bird conservation. Where strong conservation plans are in place and well-resourced the evidence tells us that threatened species can be brought back from the brink of extinction. With a 100-plus year history and Australia's strongest and longest-lived collection of data and surveys, BirdLife Australia brings a wealth of observation and experience to the protection of native birds.

BirdLife Australia is a diverse organisation with more than 350,000 supporters, donors, volunteers, campaigners and members, over 150 staff across Australia, and a network of more than 40 voluntary community groups.

BirdLife Australia is truly local to global, with a network of more than 40 voluntary community groups on the ground in Australia and is the Australian member of the BirdLife International partnership, the world's largest partnership for conservation.

Our growing network of people generously give their time, expertise, voice and financial support, standing together with us to help protect Australia's unique birdlife.

A significant part of BirdLife Australia's work is done by volunteers acting either alone, in organised groups or serving on Committees. It is important that all staff understand and appreciate the contribution made by volunteers, and are also mindful of their varying skills, interests and motivations.

BirdLife Australia acknowledges the important role First Nations People throughout Australia have played, and continue to play, caring for Country. We acknowledge their continuing connection to land, sea and community and pay respect to Traditional Owners and their cultures, and to their Elders both past and present. BirdLife Australia endeavours to facilitate the further engagement of Indigenous Australians in the research and conservation of our native birds.

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## Position objective

The Project Officer - Eyre Bird Observatory (EBO) will manage a short-term project to strategically review operations at the EBO with the aim of ensuring future operations are aligned to the Bird Conservation Strategy, safe and financially sustainable.

The role will coordinate project governance, stakeholder engagement, contractor deliverables and ensure key milestones are met. The role will work closely with BirdLife Australia leadership, the EBO Committee, People & Safety, external contractors, DBCA and other stakeholders.

## Status

This is a temporary part-time position (0.4 FTE – 2 days per week) for an initial period of 3 months, with potential extension to 6 months depending on organisational requirements and project outcomes.

## Staff reporting

The role will coordinate and oversee deliverables from an external contractor engaged for the EBO review. Contractor(s) engaged for the project will report progress and deliverables through this position, with strategic oversight from the Executive Director - FBI.

## Remuneration / Job Level

Level 4 position (as per published Level / Grade Remuneration Scales)

## Location

The position is based in Perth, Western Australia, with some travel requirements associated with stakeholder engagement and operational activities.

## Reporting

This position reports to the Executive Director – FBI.

## Key relationships

### Internal

Executive Director - FBI, CEO, People & Safety Team, EBO Committee, Steering Committee or relevant governance forum, operational leaders, Participation and Engagement Team, Finance, Risk/Governance, WA-based staff and Leadership Team.

### External

Department of Biodiversity, Conservation and Attractions (DBCA), external contractors and consultants, WHS and emergency management specialists, EBO volunteers and caretakers, emergency management and support agencies, local government and community stakeholders.

## Travel requirements

Occasional travel may be required, including travel associated with Eyre Bird Observatory operational review activities, stakeholder engagement and field-based assessments.

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## Duties

### **Project coordination and governance**

- Coordinate the EBO redesign project, milestones, action tracker, risks, dependencies and reporting requirements.
- Support the establishment and coordination of the Steering Committee, including agendas, papers, minutes, action follow-up and decision records.
- Prepare concise project updates for the Executive Director - FBI, Leadership Team, Governance Committee, Board or other forums as required.
- Maintain clear documentation of project decisions, accountabilities, stakeholder feedback, contractor outputs and implementation progress.

### **Contractor coordination and deliverable oversight**

- Coordinate day-to-day interface with external contractors engaged to support the strategic review.
- Monitor contractor deliverables, timelines and dependencies, escalating risks or delays to the Executive Director - FBI.
- Review draft contractor outputs for completeness, practicality and alignment with agreed scope before escalation for leadership consideration.
- Facilitate contractor access to relevant information, stakeholders and documentation, ensuring appropriate confidentiality and record management.
- Liaise and collaborate with internal teams including Participation & Engagement, People & Safety, Conservation & Science to gather operational input, coordinate stakeholder feedback and ensure proposed operational models and contractor recommendations align with organisational strategy, conservation priorities, WHS requirements and remote operational standards.

## Selection Criteria

### **Essential**

- Experience working within remote fieldwork, volunteer-based, conservation, heritage, eco-tourism or community-based environments.
- Demonstrated experience in project coordination, operational support or program delivery, preferably within environmental, conservation, WHS, governance, community or related sectors.
- Experience coordinating committees, working groups, project governance forums or multi-stakeholder processes, including agendas, minutes, action tracking and reporting.
- Demonstrated ability to coordinate external contractors or consultants and monitor deliverables, timelines and dependencies.
- Experience liaising with government agencies, partner organisations or external stakeholders in a professional and constructive manner.
- Understanding of workplace health and safety principles, particularly relating to remote, isolated or field-based work environments.

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- Strong organisational and administrative skills, with the ability to manage competing priorities, maintain records and follow through on actions.
- Ability to contribute to process improvement, operational coordination and practical implementation activities.
- Strong written and verbal communication skills, including preparation of reports, meeting papers, operational documentation and stakeholder updates.
- Ability to work collaboratively and independently in a dynamic and sensitive operating environment.
- Competency in Microsoft Office and document management systems.
- Current driver's licence.

## Desirable

- Understanding of emergency preparedness, remote communication systems, site access controls and fieldwork risk management.
- Experience supporting WHS, risk management, incident response, root cause analysis implementation or operational review activities.
- Experience working with volunteers, committees, donors, supporters or community stakeholders.
- Knowledge of environmental or conservation sector operations and the practical challenges of remote assets.

## Workstyle, attributes, and attitudes

- A positive outlook and ability to work collaboratively to achieve shared goals consistent with BirdLife Australia's values
- Demonstrated personal initiative and problem-solving skills
- Ability to work with a variety of people
- Reliable, dedicated and focused
- Ability to work well with minimum supervision and to take high-level responsibility for workplan delivery
- A willingness and capacity to work flexible hours as and when required

## Living our Values

- Promote and role model appropriate behaviours that support BirdLife Australia's culture and values
- Actively demonstrate organisational values

<b>Passion</b>	<b>Excellence</b>	<b>Leadership</b>	<b>Collaboration</b>	<b>Integrity</b>	<b>Impact</b>
We bring people together around a love of nature	Science and knowledge is at the centre of everything we do	We empower and inspire people to lead with courage and purpose	We embrace diversity and work in partnership with mutual respect	Our success is based on experience, honesty, trust and fairness	We think globally, lead nationally and act locally

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## Safety statement

Employees and potential employees should be aware that the requirements of the position include, but are not limited to:

- Limited attendance at evening or weekend meetings
- Possible driving for extended periods and interstate travel
- Long periods of sedentary desk and computer duties and telephone
- Possible lifting and moving of heavy equipment and objects
- Overnight and weekend work in the field and at conferences

BirdLife Australia is committed to maintaining a safe and psychologically healthy workplace and expects all employees to actively contribute to workplace health, safety and wellbeing initiatives.