



POSITION DESCRIPTION

Senior Environmental Projects Lead

The Mornington Peninsula and Western Port Biosphere Reserve was designated under the United Nations Educational, Scientific and Cultural Organisation's (UNESCO) World Biosphere Program in 2002. It works with its community, partners and stakeholders to create a sustainable future for the region - environmentally, socially, and economically. In line with its Constitution, the Foundation achieves this through research, education, community engagement and on-ground conservation efforts.

Foundation Vision: A place where the natural environment and human culture flourish as one.

Foundation Mission: The Biosphere Foundation champions approaches that focus on biodiversity conservation and sustainable development. We link people and resources to deliver projects that benefit the community and the natural environment.

1. POSITION PURPOSE

The Senior Environmental Projects Lead is responsible for leading research, embedding science into our conservation practice and projects, managing projects from inception to evaluation, managing stakeholders and providing underpinning evidence to the Foundation's advocacy and communications to meet the strategic objectives and goals of the Biosphere Foundation.

2. KEY RESPONSIBILITY AREAS

2.1 Lead scientific research and project delivery

- Lead and deliver scientific projects aligned to the Foundation's [strategic plan](#) and priorities
- Develop effective working relationships with research institutions, Foundation partners, Bunurong Land Council and Traditional Owners, funders, Landcares and other external stakeholders to amplify outcomes through collaboration
- Contribute to and implement impact measurement framework for projects
- Prepare plans, budgets, risk assessments, procurement and other associated documentation to ensure projects are delivered safely, on-time and budget with maximum impact.
- Identify potential sponsors and grant opportunities and complete documentation to help secure funding for new projects that align with the Foundation's strategic and business plans

2.2 Provision and communication of advice

- Provide sound, analytical, scientific advice to the CEO, Board, Foundation team and external stakeholders about issues and projects within the Biosphere Reserve
- Communicate the Foundation's scientific underpinning for current issues, projects or advocacy positions as necessary.
- Collaborate with the Communications and Engagement staff to plan and implement communication plans and strategies, and to provide knowledge translation across our audiences



2.3 Foundation management

- Advise the Operations and Projects Manager, CEO and Board of emerging risks and issues.
- Lead or assist with plans, strategies or documents as required (for example, annual reports, business plans, Board papers, procedures).
- Mentor other team members to efficiently deliver results in a way that reflects the organisational culture and Code of Ethics
- Ensure all field and project work is completed safely in compliance with the Foundation's policies and insurance requirements
- Take a leadership role in ensuring that the Foundation's systems and processes work effectively and efficiently and are continuously improved.

3. REQUIRED KNOWLEDGE AND SKILLS

- **Communication & Knowledge Translation:** Excellent written and verbal communication skills, with the ability to translate complex scientific and technical information into clear materials, actions and messages for diverse audiences.
- **Stakeholder & Community Engagement:** Proven ability to build and maintain trusted relationships with colleagues, partners, Traditional Owners, community members and stakeholders, with a collaborative and proactive approach to shared outcomes.
- **Scientific Analysis & Application:** Ability to analyse, interpret and apply complex scientific or technical information in practical, place-based conservation, education or community engagement contexts.
- **Project Management:** Highly effective organisational skills, with the ability to prioritise and deliver multiple projects on time, within scope, in a small and dynamic team environment.
- **Systems & Tools Proficiency:** Confident using contemporary systems, data and digital tools to support planning, delivery, reporting and continuous improvement.

4. PERSONAL ATTRIBUTES

- Comfort with public advocacy for issues and projects that are core to the Foundation's values and strategy.
- Demonstrated initiative, perseverance and resilience.
- Ability to work independently, managing heavy workloads, multiple demands and tight timelines.
- Demonstrated leadership role in building and enhancing a collaborative environment internally and externally.

5. QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in a relevant discipline or equivalent, significant on-ground expertise in managing projects grounded in science
- Significant post qualification experience in a relevant organisation leading science-based conservation or related projects

Date: June 2026