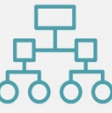


Position Description

Senior Project Officer

 LOCATION	 EMPLOYMENT	 TEAM	 LEVEL
Hobart	Full-time	Program Team	Level 5

Strategic contribution - your impact

The Senior Project Officer manages complex and significant projects, as well as providing specialist technical expertise to support other NRM project team members and stakeholders, in their delivery of high-quality project outputs and outcomes. This in turn contributes to the achievement of high-quality program outcomes that have a direct impact on improving the designated natural resources and contribute to the achievement of the *2030 NRM Strategy for Southern Tasmania*.

Position overview – what the position looks like

This role works closely with NRM South's leadership team and the relevant Program Coordinator to set project agendas, as well as working independently or with a small team to develop and manage complex and/or significant projects. In addition to utilising and sharing their specialist technical expertise, the role undertakes collaborative action with internal and external key stakeholders to achieve project outcomes for healthy landscapes and seascapes, protected natural values, and sustainable livelihoods and lifestyles.

About NRM South - Who we are

NRM South is a values-driven organisation, with people who:

- * love to innovate
- * pursue excellence in their work
- * are passionate about natural resource management
- * enjoy collaborating with other like-minded people
- * value diversity and inclusiveness as we believe people perform at their best by being their total selves
- * value achieving outcomes that benefit the Tasmanian people and its environment.

OUR PURPOSE

NRM South is a not-for-profit organisation that works to keep our natural and productive landscapes healthy over the long term.

We are one of three natural resource management bodies in Tasmania and part of a national network of 54 similar entities.

We are the 'go to' organisation for planning and delivery of natural resource management in southern Tasmania. We work in partnership with government, research, industry, NGOs, regional bodies, and the community to deliver strategic, coordinated, and collaborative programs.

OUR VISION

To facilitate collaborative action for healthy landscapes and seascapes, protected natural values, and sustainable livelihoods and lifestyles.

REGIONAL STRATEGY 2030

<https://nrmsouth.org.au/about-us/our-strategy/>



Position relationships - Who you will be working with

The Senior Project Officer reports to the Head of Program Delivery, working independently and collaboratively as appropriate with other members of the project delivery team and with project stakeholders.

Supervisor	Head of Program Delivery
Direct reports	Supervise project delivery partners, including sub-contractors
Internal relationships	Project delivery team members including the Program Coordinators and Project Officers Other members of the NRM South Leadership Team Other NRM South staff NRM South Board Directors, as/when appropriate
Stakeholders	Funding bodies, including government departments, philanthropic foundations and corporates Commonwealth, state and local government offices and representatives Industry and peak industry associations Universities, higher education and research organisations Community and interest groups and private landholders Other NRM organisations Specialist consultants, technical experts, contractors and suppliers as required for projects

Key accountabilities - What we expect of you

The Senior Project Officer is accountable to the Head of Program Delivery for the development of project plans and establishment of documentation including project budgets, stakeholder engagement plans, risk assessments and resource requirements. Specifically the role accountability will:

- ✧ Manage projects and deliver project outcomes, liaising with the Program Coordinator to harmonise projects, to contribute to the achievement of program outcomes.
- ✧ Provide specialist technical advice on projects.
- ✧ Contribute to a thriving, achievement-oriented, diverse and inclusive team culture where capability, capacity and efficiency of the people meet current and emerging needs.
- ✧ Ensure performance fulfils project management, governance, compliance, quality control and assurance, financial, health and safety, strategic and operational risk management goals and requirements.
- ✧ Effectively utilise business and technology systems and solutions that are fit for purpose in delivering evidence-based decision-making and excellent project performance.
- ✧ Foster professional connections and partnerships with project stakeholders from a wide range of stakeholders across the community, government, and industry.

Duties and responsibilities - What you will do



Deliver Results	Develop comprehensive and robust project plans and establishment documentation including project budgets, stakeholder engagement plans, risk assessments and resource requirements. Identify measures of success, consultation requirements and key milestones that are aligned with NRM South and funding body project delivery and monitoring agreements and policies. Ensure delivery of project milestones, outputs, and outcomes of projects, on time and to standards set out in project plans and agreements. Ensure timely submission of relevant permit applications, and procurement and contract processes. Fulfil monitoring and evaluation obligations utilising reporting systems, eg: MERI. Work collaboratively with other project team members and supervise project-based contractors engaged in the project. Perform work activities in accordance with compliance requirements of relevant laws, regulations and NRM South policies. Identify opportunities for process improvement within projects, and facilitate initiatives to optimise project efficiency and effectiveness.
Team & Collaboration	Contribute to organisational success and harmonious workplace relations by collaborating with other members of the program delivery team and across NRM South. Demonstrate proactive support of NRM South corporate goals and focus areas. Lead members of project management teams undertaking project and support work, collaborating with other Program staff and supervising contractors. Where appropriate, assist the Head of Program Delivery and Program Manager to identify and address learning and development needs and performance issues. Actively contribute to a culture of integrity, professionalism, ethical behaviour and governance practices, standards, and systems, raising any concerns or breaches of conduct, with discretion and integrity.
Stakeholders & Communication	Develop and maintain productive relationships with stakeholders, developing mutually beneficial partnerships with the community, government and natural resource industries. Liaise with project partners, provide specialist technical expert advice, coordinate working groups, committees and consultations, and represent NRM South at a range of forums. Liaise with other technical experts and community stakeholders to formulate recommendations to support evidence-based project planning, strategy development, and decision making. Identify risks and opportunities for projects in the external stakeholder environment.



Health & Safety	Contribute to protecting the health, safety and wellbeing of all NRM South employees, contractors and other stakeholders. Prepare WHS documentation for field-based activities as required. Promptly raise and act on any health, safety and wellbeing issues. Seek to contribute to continual improvement of high standards of safety practice across all staff and contractors, in adherence with NRM South's policies and procedures and relevant legislation.
Other duties	Fulfil other duties as required by the Head of Program Delivery, within reasonable scope of capabilities, experience, and responsibilities.

Position criteria - What attributes you will have

Knowledge – What you know

- ✧ Qualifications, including a relevant tertiary qualification, higher degree or relevant experience, in natural resource management, environmental management, primary industries and/or a related discipline.
- ✧ Capability to provide specialist technical advice on significant and/or complex projects and activities ensuring consistency with project objectives, government policy and legislative requirements.
- ✧ Knowledge of project agreement and funding processes and fulfilment.
- ✧ Familiarity with compliance, legal, and procurement processes.
- ✧ Demonstrated understanding of not-for-profit organisations, desirable.

Experience – What you have done

- ✧ Proven results in project management of complex or significant nature.
- ✧ Demonstrated ability to apply specialist technical expertise to the analysis of complex problems, identification of critical issues, and development of project strategies and activities for delivering solutions.
- ✧ Participation in a supportive, inclusive team culture, valuing diversity and proactive engagement with broader organisational objectives in a dynamic work environment.
- ✧ Experience in risk and safety leadership, including leading staff and contractors to achieve and improve risk and safety performance.
- ✧ Experience that is built on a sound understanding of natural resource management, environmental management, primary industries and/or a related discipline.

Behaviour – What you can do

- ✧ Apply knowledge and expertise to deliver project outcomes, including community engagement events.
- ✧ Strong project management skills with the ability to inspire and motivate individuals and teams, build and maintain productive partnerships, and to drive complex multi-disciplinary programs.

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- * Excellent communication and representation skills, with the ability to influence others, build partnerships, effectively negotiate, resolve conflict, and engage stakeholders from a wide range of organisations and across the community.
 - * Demonstrated high-level analytical and strategic thinking and agenda setting capability.
 - * Proficient in project management (including budget preparation, resource planning and financial analysis) and process improvement methodologies.
 - * Personally effective in performing complex work to high accountability standards of quality, timeliness, financial performance and outcomes focused.

Personal Qualities – Who you are

- * Value Tasmania's natural resources and their appropriate utilisation.
- * Highly organised and rigorous in approach to work.
- * Professional and engages people with a visible commitment to productive relationships.
- * Strategic and resourceful thinker.
- * Maintain the highest standards of probity, reliability, confidentiality and integrity.

Other Position Requirements

- * You must hold valid Australian work rights (e.g., Australian citizenship, permanent residency, or a valid working visa) to apply for this role.
- * Current Car (C class) Driver Licence to enable state-wide travel from time to time as appropriate.