
Northern Tasmanian Natural Resource Management Association, Inc.

Trading as NRM North



JOB TITLE	Land Program Manager
LEVEL	Theme Manager Level 1 to Level 3
DATE	June 2020
REPORTS TO	Operations Manager

ORGANISATIONAL CONTEXT

NRM North is one of three endorsed regional natural resource management groups in Tasmania, and one of 54 in Australia.

NRM North was officially incorporated under the *Tasmanian Natural Resource Management Act* on 26 March 2003. NRM North has statutory functions under the Act with respect to integrated natural resource management.

A Management Committee is responsible for controlling and managing the business affairs of NRM North, setting and monitoring the strategic direction of the organisation and ensuring that NRM North as an organisation meets all governance requirements.

The NRM North Management Committee employs a Chief Executive Officer who oversees the implementation of this strategic direction. The staff are a team of professionals who support the Chief Executive Officer and the organisation, and work with the community of northern Tasmania to support them in the management of the region's natural resources.

POSITION DESCRIPTION

Position purpose The objective of this position is to manage and provide leadership of NRM North's Land Program, program staff and projects.

Main tasks Core Land Program tasks include:

- participation as a member of the NRM North Extended Leadership Team and support of the Operations Manager;
- leading the development and implementation of the Land Program as detailed in the NRM North Strategic Plan, including monitoring progress towards goals and outcomes;
- ensuring activities implemented under the Land Program are consistent with the Northern Tasmanian NRM Strategy, NRM North Strategic Plan, Program Plans, and investor requirements;
- oversight, management, and implementation of Land Program projects and activities, including the delivery of Regional Land Partnerships (RLP) sustainable agriculture projects, weed management and other invasive species projects, and other natural resource management projects as required;
- leadership and participation in strategic planning and initiatives relating to sustainable agriculture and natural resource management, including the preparation of submissions and contributions to reviews, proposals, or regulatory processes, as required;
- leading the Land Program's implementation of NRM North's MERI program, and providing support and direction to Land Program staff, to ensure ongoing monitoring, evaluation, reporting and improvement systems are effective and efficient.

- monitoring and reporting against the operational budget of the Land Program for all its projects, programs and activities. This includes the recording of invoiceable services and preparation of invoices, preparation and monitoring of contracts and expenditure against program budgets;
- the development and implementation of successful stakeholder engagement and extension strategies, and the identification, establishment and fostering of new and existing strategic partnerships, networks and communities of practices;
- staff management, motivation and leadership to create an environment of excellence and continuous improvement; and
- promotion of a culture that encourages individual and team development through high quality leadership, positive mentoring and recognition of individual and team efforts.

The above list is not exhaustive, and the role may change to meet the overall objectives of the organisation.

Other Duties

Fulfil other duties as required by management from time to time.

Required qualities

- Professional approach.
- Ability to work under pressure.
- Highly motivated self-starter.
- Excellent organisational and time management skills.
- Excellent attention to detail.
- Excellent communication skills (verbal and written).
- Effective relationship builder and relationship manager.
- Proactive and positive leader.
- Sensitive to political and community issues.

Desired competencies

- Strategic, analytical, and tactical thinking.
- Initiative.
- Agility.
- Innovation.
- Business awareness.
- Tenacity.
- Positive approach to change.

PERSON SPECIFICATION

Qualifications

Qualifications include:

- Tertiary qualifications in Agriculture or Environmental Science or similar and/or equivalent experience in agricultural management or related disciplines.
- Current Driver's Licence.
- Ability to travel throughout the region, state, or interstate as required

To be appointed to this position, the applicant must be an Australian citizen, have permanent residency status, or a visa permitting them to work in Australia permanently.

Experience & Knowledge

The successful applicant will have an excellent knowledge of, and demonstrated experience in applying, sustainable agriculture and natural resource management principles and practices. The applicant will have demonstrated strong relationship management skills in the agricultural or natural resource management sector. They will have exceptional skills in leading and motivating a team in the pursuit of common goals. They will be sensitive to political and community issues regarding natural resource management in Tasmania and will understand the philosophical principles of non-government organisations.

Key Selection Criteria

Essential skills & competencies

1. Sound knowledge of, and demonstrated experience in applying the concepts, principles and procedures related to sustainable agricultural management and natural resource management, and an in-depth understanding of industry practices within the agricultural sector. Knowledge and experience in the Tasmanian agricultural sector are beneficial.
2. Demonstrated ability to work at a strategic level to develop and contribute to innovative initiatives and planning, including identifying funding opportunities.
3. Experience in delivering on-ground agricultural projects that demonstrate best practice land management practices, and a sound understanding and demonstrated application of monitoring and evaluation principles and practices.
4. High level people and relationship management skills and the ability to lead, support and manage teams to deliver outcomes.
5. High level organisational and time management skills to coordinate multiple diverse projects, manage competing priorities, meet conflicting deadlines, and achieve quality outcomes.
6. Proven initiative and demonstrated ability to work autonomously and as an effective team member.
7. Demonstrated experience in extension principles and practices and in successfully engaging with and providing capacity building activities for the agricultural and land management sectors.
8. High level of written and oral communication skills including the ability to communicate complex concepts to a wide range of audiences.
9. Working knowledge of, and a demonstrated commitment to, human resource management practices with attention to workplace health and safety, employment equity, and anti-discrimination practices and principles.

Personal attributes

- Professional approach and demeanour
- Focus on excellence
- Positive approach to change
- Effective team participant

Other

- Highly computer literate
- Capacity to analyse complex data and develop conclusions and compelling recommendations
- Competent in the use of Microsoft Word, Excel, PowerPoint, SharePoint, GIS or similar, or the capacity to quickly gain these skills.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the ongoing development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU:

SIGNED BY MANAGEMENT:

Employee: _____

Manager: _____

Date: _____

Date: _____