
Northern Tasmanian Natural Resource Management Association Inc.

Trading as NRM North



JOB TITLE Weeds Action Fund (WAF) Coordinator

LEVEL Program Coordinator Level 1

REPORTS TO Land Program Manager, NRM North

LOCATION Launceston

DATE April 2022

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 with a diverse group of people from industry, local government, conservation groups, public and private land managers and those who have an interest or expertise in managing the region's natural resources.

PROGRAM CONTEXT

The Tasmanian Weeds Action Fund (WAF) is a \$5 million state government initiative, funded for five years from 2018-19. The funds provided by the WAF will be invested with farmers and other community organisations to tackle weeds that are impacting valuable agricultural and environmental assets.

The WAF seeks to:

- provide a more strategic and targeted approach to tackling high priority weeds that affect agriculture and the environment;
- improve the productive value of agricultural land and protect Tasmania's natural values through removing the harmful effects of serious weed threats;
- support landowners, local government and the broader community in tackling serious weeds with sustainable, long-term and effective actions;
- ensure there is a strong, coordinated link between the different levels of government and the Tasmanian community in tackling serious weeds and the delivery of the WAF through the appointment of a Chair of the Weeds Action Fund; and
- encourage the concept of "shared responsibility" for weed management and biosecurity in general and provide an opportunity for landowners to co-invest in removing the threat of serious weeds on their properties.

POSITION DESCRIPTION

Position purpose The WAF Coordinator will deliver the Tasmanian Weeds Action Fund Stage 2, through establishing effective links with stakeholders, contributing to strategic planning and prioritisation, providing technical expertise on weed management, and developing and delivering a devolved grants program.

Main tasks

Key responsibilities of the role include:

1. coordinating and implementing the WAF devolved grant program, including:
 - a. organising expressions of interest for projects, on an annual basis and where appropriate, specific purpose expressions of interest;
 - b. providing direction and advice to proponents developing projects;
 - c. coordinating the application review process;
 - d. notifying applicants of grant assessment outcomes and completing administrative arrangements;
 - e. providing or facilitating access to technical advice related to the appropriate management and control of weeds to ensure projects are completed in accordance with project agreements; and
 - f. providing the necessary oversight to approved projects to ensure the projects are completed in accordance with project agreements;
2. building and maintaining working partnerships with and between key project stakeholders and building public-private partnerships;
3. ensuring strong linkages are established and maintained with similar programs, such as the Tasmanian Landcare Action Grants, to ensure effective delivery of the WAF;
4. creating opportunities to leverage additional resources and funding via alternative sources;
5. providing secretariat services for the project application review panel, the WAF Steering Committee, and WAF Reference Committee;
6. managing and monitoring budgets relating to the WAF;
7. contributing to WAF promotion and reporting requirements; and
8. contributing to the annual workplan development for the role.

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

Other Duties

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

PERSON SPECIFICATION

Qualifications

Desirable qualifications include:

- Tertiary qualifications in agricultural science or other relevant discipline, and/or an equivalent combination of training and experience.
- Current drivers' licence.
- Ability to travel throughout the northern Tasmanian region and state as required.

Required qualities

- Enthusiasm;
- Highly motivated self-starter;
- Reliable;
- Positive attitude.

Desired competencies

- An understanding of adult learning or extension practices and the ability to communicate with technical and non-technical stakeholders.
- High level knowledge and experience in the use of Microsoft suite of software including Excel, Word, PowerPoint, and Outlook.

Key Selection Criteria**Essential skills & competencies**

1. Knowledge, or the capacity to quickly acquire a well-developed knowledge of concepts, principles and procedures related to agricultural systems and practices, and the management and control of agricultural and environmental weeds.
2. Experience or familiarity with key principles of project management including project development, tracking milestones, budgets, WHS, monitoring, evaluation, reporting and implementing adaptive management processes.
3. Demonstrated experience in grant program management including developing and negotiating contracts, implementation, acquittal and review.
4. Stakeholder engagement expertise, including the ability to convey complex technical information clearly, concisely and accurately in a manner understandable to non-specialists.
5. Demonstrated skills in contributing to strategic planning and priority setting, particularly in relation to the management and control of weeds, within a legislative and natural resource management framework.
6. Strong oral and written communication and skills relevant to administrative requirements, report writing, communication, coordination, liaison and negotiation.
7. Demonstrated ability to work autonomously and contribute effectively as a member of a team, coordinating and completing a variety of tasks within pre-determined timeframes to meet shared goals.
8. Knowledge of, and a demonstrated commitment to, workplace health and safety, employment equity and anti-discrimination practices and principles.

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, the project and 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: _____