

Program Manager (Biodiversity)

KEY ACTIVITIES	RESULT ACHIEVED
<p>Strategic Management, Planning, Integration and Coordination</p> <ul style="list-style-type: none"> • Applies planning methodology to activities and projects • Undertakes research and complex, analytical, project work and evaluations • Assists with the provision of high level advice to Wheatbelt NRM and stakeholders 	<ul style="list-style-type: none"> • Project logic, project management planning and Monitoring, Evaluation, Reporting and Improvement (MERI) frameworks are utilised in establishing and maintaining projects • Biodiversity initiatives developed and delivered through application of advanced knowledge and skills in NRM • Strategic input is contributed to program management team and stakeholder forums / discussions
<p>Achieves Results</p> <ul style="list-style-type: none"> • Oversees the delivery of projects within the biodiversity program • Takes responsibility for the quality of results and delivering programs/projects within budget • Operates Wheatbelt NRM project management systems to review and document project delivery • Reports to Wheatbelt NRM Board and funding organisations • Leads and or contributes to project teams, assisting with the establishment of priorities and targets 	<ul style="list-style-type: none"> • Contract reporting achieved with milestones met on time and to budget • Outputs meet quality standards specified in project management plans • Demonstrated success in project management of key biodiversity initiatives • Actions taken on issues and risks affecting achievement of targets • Project evaluations show high levels of satisfaction from sponsoring organisations, project partners and community participants • Planned program and project meetings conducted
<p>Builds Productive Relationships</p> <ul style="list-style-type: none"> • Line management of staff in the biodiversity program • Commits time to developing relationships with key individuals for community capacity building. • Uses networks and contacts in industries, organisations and government agencies to facilitate broad support • Cooperates with others to achieve deadlines • Shares knowledge and experience with teams and others less experienced through coaching and development • Develop, maintain and promote effective working relationships with stakeholders, NRM groups, farmers, government (local, state and Australian) and non-government organisations, in accordance with Wheatbelt NRM's strategic and operations 	<ul style="list-style-type: none"> • Performance plans are reviewed and line management responsibilities fulfilled • A network of key regional stakeholders is developed and maintained • Relationships with potential partners in the private sector are established • New ideas are proposed within the business development process • Meetings of advisory groups are conducted to ensure strategic and technical rigour is applied in program delivery • Partnerships with delivery organisations are maintained to ensure Wheatbelt NRM and stakeholder expectations are met • Liaison with clients on day to day basis is performed with a strong grasp of issues to provide advice and support. • Advice, consultation and contribution is provided to specialist committees • Chairs meetings and leads group discussions. • Presentations, publications and reports are prepared and delivered

plans.	
<p>Personal Integrity and Advocacy</p> <ul style="list-style-type: none"> • Exemplify leadership in the workplace through demonstrating a team ethic and appropriate representation of the organisation 	<ul style="list-style-type: none"> • Coaching, knowledge sharing and skills development is provided to the team • Actions that encourage teams to take responsibility and achieve results are implemented • Representation of the organisation and or biodiversity program at internal and external meetings, workshops and stakeholder forums