



## POSITION DESCRIPTION

# Program Manager Biodiversity

### CONTEXT

Wheatbelt Natural Resource management Incorporated (Wheatbelt NRM) is an independent community-based organisation leading natural resource management (NRM) endeavours within the Avon River Basin. The organisation operates from its Northam office, Western Australia, and exists as the second largest of the six NRM regional organisations in the State, with responsibility for the 12,000,000 hectares of the Avon River basin.

### Our Vision

To be the leading NRM organisation in the Wheatbelt working with communities to create healthy environments and livelihoods.

### Our Mission

1. **Work** with the community, in collaboration with our partners, in pursuit of fulfilling our vision;
2. **Engage** with Governments in national, State and local NRM initiatives on behalf of the community
3. **Provide** leadership through the development and delivery of sound and documented strategy, programs and projects for the protection and improvement of natural resources;
4. **Promote** and coordinate improvements in environmental, cultural, social and industry practices relating to NRM;
5. **Empower** and build capacity with the community to create healthy environments and livelihoods; and
6. **Identify** and support related beneficial research.

**Wheatbelt NRM Incorporated's vision and mission compel the organisation to pursue community engagement and participation that fosters collaborative and productive relationships. These actions result in sponsorship, funding, research and joint ventures that help protect and improve the natural assets and cultures of the Wheatbelt.**

### ROLE OF THE POSITION

This role is responsible for the management, implementation, coordination and review of regional delivery programs. It will assist with the development and delivery of the organisation's annual Strategic and Operation Plans. Provide advice and manage relationships with key partners, delivery agents and the community. The position will also contribute to the organisations business development aspirations.

### REPORTING RELATIONSHIPS

This position reports to the Operations Manager

### POSITION RESOURCES

Total number of positions under control:

Direct: Program Coordinator Biodiversity                      Indirect: Nil  
          Waterways Project Officer  
          Small Grants Officer

### CONDITIONS OF EMPLOYMENT

The Contract of Employment and the Conditions of Service specifies all conditions relating to employment in this position.

## **SPECIAL CONDITIONS**

Assessment of the relevant level of work to be performed in this position is periodically undertaken and may be varied by Wheatbelt NRM depending on program/project requirements.

### **Responsibilities of This Position**

#### **Program Facilitation & Leadership**

Provides management, coordination and leadership to project team/s undertaking complex projects and/or components of major high profile projects to investigate major issues and/or develop and implement significant strategies or programs.

Develops detailed project statements, strategies, risk management and action plans to manage the initiatives, identify dependencies and integrate the initiatives with strategic and business plans.

Leads, manages and directs the implementation of strategies and methods, evaluates the effectiveness of implemented initiatives.

Provides recommendations that identify solutions and opportunities for improvement.

Monitors progress, the implementation and evaluation of outcomes of project/s, prepares progress briefing and provides options to ensure that performance indicators and milestones are met.

Manages the daily activities, focus and budget of the team/s.

Coordinates the tendering, selection and management of consultants and external service providers. Ensures compliance with a number of legislative, constitutional and contractual obligations.

Participates in the development, modification and implementation of various models for community capacity building, ensuring that Wheatbelt NRM takes a key role in setting standards and targets for the broader community.

#### **Business Planning and Development**

Contributes to regional natural resource management planning processes and facilitates the development and implementation of regional delivery program/s.

Builds and develops opportunities to form strategic partnerships that financially support programs and initiatives of Wheatbelt NRM.

Prepares investment proposals for regional delivery programs and projects.

Reviews and develops policies, practices and/or procedures to identify relevant factors and opportunities for continuous improvement.

Develops, coordinates and integrates methods and systems to evaluate the effectiveness of implemented initiatives.

#### **Consultation and Stakeholder Relationships**

Consults with a range of stakeholders to strategically define the initiatives and determine the scope.

Provides specialist advice in regard to the application and implications of the initiatives.

Assists to resolve issues in the development and implementation of endorsed strategies.

Consults and negotiates with consultants, contractors and senior managers in government and industry.

Represents Wheatbelt NRM on committees and prepares briefing papers.

Conducts and facilitates information and/or training sessions, workshops and seminars.

#### **Information and Knowledge Management**

Provides information and advisory services to enable participation in the implementation of regional priorities ensuring that strong links are maintained and resolves more complex issues.

Monitors the research, analysis and use of information to contribute to the development of Wheatbelt NRM's strategies for information and knowledge management.

Uses technology and improves records and knowledge management of deliverables.

#### **Ethical Behaviour**

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

#### **Equity, Diversity and Occupational Safety and Health**

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace.

## ESSENTIAL COMPETENCIES

### Context within which Competencies will be Applied. (Work Related Requirements)

#### Planning and Management Skills

Leading and managing team/s. Developing, planning and implementing strategies and initiatives. Monitoring and reporting on the outcomes. Conceptualising and analysing complex issues to provide feasible solutions.

#### Communication, Negotiation, Advisory and Interpersonal Skills

Preparing documents, reports and briefing papers. Presenting oral reports. Negotiating at a senior level. Consulting with external stakeholders at all levels. Providing advice to external stakeholders and the community. Representing the Directorate and Wheatbelt NRM.

#### Resource Management

Ensuring the efficient and effective utilisation of resources (human, physical and financial). Contributing to the development of strategies for information and knowledge management.

#### Research & Evaluation, Analytical & Conceptual Skills

Identifying issues, undertaking research, evaluating findings and presenting possible solutions. Conceptualising and analysing issues to develop feasible solutions. Lateral thinking.

#### Qualifications

A relevant tertiary qualification and considerable knowledge and experience relevant to the focus of the program/ project.

(NOTE: When applying for vacant positions, applicants are required to address the **Essential Competencies** in the left-hand column only. The context on the right only provides general guidelines within which the **Work Related Requirements** will be applied.)

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### CERTIFICATION

I have carefully reviewed this Position Description and I am satisfied that it fully and accurately describes the organisation's requirements of the position.

#### Certified By

#### Position

#### Date

Natarsha Woods

Chief Executive Officer  
Wheatbelt Natural Resource Management

24 November 2011