

Project Manager Biodiversity

KEY ACTIVITIES	RESULT ACHIEVED
<p>Project Management</p> <ul style="list-style-type: none"> • Management of a portfolio of projects and provision of support for associated delivery organisations to ensure expenditure is within budget, project milestones are met and agreed outputs and internal and external reporting requirements are completed. • Assists coordinate project monitoring and evaluation framework development and maintenance. Assists coordinate advisory groups to ensure strategic and technical rigour is applied. 	<ul style="list-style-type: none"> • Operates Wheatbelt NRM project management systems to review and document project delivery. • Contract reporting achieved with a majority of milestones met on time and to budget • Takes action on issues and risks affecting achievement of targets. • Cooperation with partners and networks to achieve deadlines. • Undertakes research and complex, analytical, project work and evaluations • Project evaluations show acceptable levels of satisfaction from project partners and community participants • Planned program and project meetings conducted.
<p>Community Engagement</p> <ul style="list-style-type: none"> • Develop, maintain and promote effective working relationships with stakeholders, NRM groups, farmers, government (local, state and Australian) and non-government organisations and agribusinesses, in accordance with Wheatbelt NRM's strategic and operations plans. 	<ul style="list-style-type: none"> • Demonstrates understanding of community aspirations for NRM in the Avon River Basin. • Commits time to developing relationships with key individuals for community capacity building. • Assists community in accessing NRM funding opportunities. • Community and key stakeholders are aware of Wheatbelt NRM initiatives. • Assists with the provision of high level advice to WNRM and stakeholders.
<p>Incentive Program Management</p> <ul style="list-style-type: none"> • Assists in implementing targeted and open call assistance programs 	<ul style="list-style-type: none"> • Formulate guidelines and manage the selection process for land manager assistance programs • Manage contracts and project documentation with funding recipients • Ensure high levels of promotion and extension result from on-ground activities
<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"> • Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work. • Applies the guidelines and principles of the Wheatbelt NRM Code of Ethics and Code of Conduct. • Shares knowledge and experience with other Wheatbelt NRM staff and others less experienced through coaching and development. • Performs other duties as required.