**POSITION OUTCOME STATEMENT**

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| **POSITION TITLE:** | Project Delivery Officer | **HOURS/WORK PATTERN:** | Full time (76 hours) |
| **WORK STREAM:** | Project | **CONTRACT STATUS:** | Contracted Fixed Term until 30th June 2023 |
| **ROLE DESCRIPTION:** | Project Delivery Officer | **LOCATION:** | Wheatbelt NRM, Northam. |
| **REPORTS TO:** | Program Manager – Sustainable Industries | **Date of Last Review:** | April 2023 |

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| **POSITION OVERVIEW**  *State the overall purpose of the role* | | | | | | | |
| This position functions in the Sustainable Industries program, and will operates to deliver tasks, aspects, and outcomes of projects under the direction of the Program Manager, Sustainable Agriculture.  Initially the position will work within the following projects:   * Optimising Fodder Options in Mixed Farming Systems * Building (Dung) Beetle Highways * Assessing the Potential Saltbush to Sequester Carbon in WA Southwest | | | | | | | |
| **TECHNICAL/SPECIALIST SKILLS** | | | | | | | |
| Understanding of sustainable land management practices in the Wheatbelt and current issues and challenges in building soil health and ecosystem services | | | | | | | |
| **STAFF RESPONSIBILITY**  *Enter the numbers of staff with position titles that the employee will have responsibility for* | | | | | | | |
| **Direct: Nil** | | | | **Indirect: Nil** | | | |
| **BUDGET AUTHORITY**  *Any budgetary responsibilities with amounts and level of authority* | | | | | | | |
| **Amount:** Nil | | | | **Level of Authority:** Nil.  Responsible for the assigned project functions to operate within the approved project budget. | | | |
| **SUPERVISION REQUIRED**  *Please select the relevant section* | | | | | | | |
| **1. Close Supervision –** where the employee performs a variety of assigned tasks according to procedures/processes and work is checked regularly. | | |  | **3. General Supervision –** where the employee operates within procedures for performance of a variety of duties; or performs complex duties within established policy/procedural guidelines. | | |  |
| **2. Supervision -** where the employee performs a variety of routine tasks within established procedures/processes or by referral to a manager. | | | **x** | **4. Direction –** where the employee establishes the procedures for achieving goals and objectives in a broad area of work. Only the final results of work done would be typically reviewed. | | |  |
| **KEY RESULTS AREAS**  The following are the Key Result Areas for this position, carried out under the supervision of Program Manager – Sustainable Agriculture, in an accurate, timely and professional manner.  These Key Result Areas and their outcomes will form the basis of the annual performance and development reviews: | | | | | | | |
| **KEY RESULTS AREAS** | | **OUTCOMES** | | | | | |
| **Project Implementation**  Participates in the implementation, review and improvement of projects or activities delivering Wheatbelt NRM’s Strategy, | | * Uses Wheatbelt NRM project management systems to participate in project delivery. * Delivers project activities as designated in project plans * Project activities delivered with the majority of milestones met on time and to budget * Collects and uses existing systems for the storage of data required to demonstrate project success * Contributes to spatial data management * Builds relationships with project participants and contractors * Negotiates project outcomes with community participants * Cooperation with partners and networks to achieve deadlines. * Participates in project planning * Participates in planned program and project meetings * Takes action on issues and risks affecting achievement of targets. * Work plan activity is aligned to organisational strategy * Carries out internal project management activities to support project delivery | | | | | |
| **Business Planning and Development**  Contributes to achievement of annual organisational business development goals | | * Alternative funding opportunities for Wheatbelt NRM projects identified * Organisational business development strategies are implemented with a view to increasing opportunities for achievement of the Regional Strategy * Supports business development opportunities to deliver the strategy of the organisation. | | | | | |
| **Community Engagement**  Assists with project promotional material development  Engages community in Wheatbelt NRM Initiatives | | * Key Stakeholders are engaged and participating * Improved access to information in the community * Improved knowledge and skills in the Community * Increased community participation in project activities * Engage the community in the strategic direction of the organisation * Communication tools deliver on the strategic direction of the organisation | | | | | |
| **Information and Knowledge Management**  Contributes to the effective collection and storage of project | | * Information collected to demonstrate project achievements * Data used to promote project and inform works plan * Information and key metrics used to identify project progress and engagement success | | | | | |
| **Governance**  Contributes to the effective and efficient governance and administration of projects | | * Participates in Wheatbelt NRM Strategic Plan review * Contributes to achievement of Wheatbelt NRM Strategic objectives * Takes responsibility for administration tasks related to project activities * Participates in project monitoring and evaluation activity to demonstrate progress towards outcomes | | | | | |
| **Personal Integrity Advocacy Equity and Ethical behaviour**  Exemplify leadership in the workplace through demonstrating a team ethic and appropriate representation of the organisation | | * 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. * Demonstrates and manages a high level of ethical behaviour | | | | | |
| **Other** | | * Other duties as directed. | | | | | |
| **SPECIAL CONDITIONS & OTHER DUTIES** | | | | | | | |
| Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.  Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace.  This Position Outcome Statement is indicative of the nature and level of responsibility associated with the position. It is not exhaustive and the employee may be required to undertake such other duties as may be required by the Chief Executive Officer to meet the needs of the Wheatbelt NRM | | | | | | | |
| **ACKNOWLEDGEMENT** | | | | | | | |
| I acknowledge that I have read and understood the key result areas described in this Position Outcome Statement and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that, at times, I may be required to undertake other duties relevant to this position that are not listed in this statement. I have received a copy of this Position Outcome Statement. | | | | | | | |
| **Employee Name:** |  | | | | | | |
| **Signature:** |  | | | | **Date:** |  | |
| **Manager Name:** |  | | | | | | |
| **Signature:** |  | | | | **Date:** |  | |