

## JOB DESCRIPTION

<i>Job Title</i>	<b>Project Manager</b>
<i>Job Type</i>	Full time
<i>Duration</i>	12 months (with option of additional 12 months subject to performance). There is also the possibility of extension beyond this date, subject to available funding.
<i>Location</i>	Darwin The successful applicant may be required to work remotely (i.e. from home)
<i>Remuneration</i>	\$100K pa full time
<i>Reports to</i>	DHCW Project Control Group
<i>Information for Applicants</i>	Applications must be limited to a one-page summary sheet and an attached resume/cv

### PRIMARY OBJECTIVE

Project manage the delivery of the Darwin Harbour Catchment Waterways Project on behalf of Landcare NT including associated activities across Top End catchments. This will include extensive stakeholder engagement across a number of groups to ensure the project deliverables are met on time and on budget.

The Darwin Harbour Catchment Waterways Project (DHCW Project) will establish and improve riparian and aquatic habitat, enhance community biodiversity (flora and fauna) and improve water quality and hydrology to benefit native species in priority areas of the Darwin Harbour Catchment, including Rapid Creek, Ludmilla Creek, Sandy Creek, and Mitchell Creek sub-catchments.

On ground works will value-add on existing strategies that address threats to waterway health and will include the coordination and delivery of weed management, fire management, riparian revegetation and rehabilitation, erosion management, and gross and stormwater pollutant and litter management activities.

Facilitating community education and participation will be a key component of all activities in the DHCW Project. This will enable and strengthen community access and enjoyment of nature, additionally increasing the community's value of, and care for waterways across the Darwin Harbour Catchment. This is essential for growing the volunteer network and ensuring the sustainability of environmental actions and protection over time by the local community.

The DHCW Project is a \$3.82m commitment over 5 years, under the Australian Government's Urban Rivers and Catchments Program.

### KEY RESPONSIBILITIES

The "WHAT" to be delivered

#### Functional

- Support the Project Control Group with coordination and delivery of Landcare NT's Darwin Harbour Catchment Waterways (DHCW) Project including project planning and delivery phases and associated whole of Top End catchment activities (with Casuarina Coastal Reserve Landcare Group, Rapid Creek Landcare Group, Ludmilla Creek Landcare Group and Friends of Mitchell Creek).

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- Deliver project management services in line with the Darwin Harbour Catchment Waterways Project proposal and NT Government’s Grant Funding Agreement.
- Provide high level stakeholder engagement with Landcare NT members to ensure project outputs and outcomes are delivered.
- Provide natural resource management and technical leadership to Landcare NT, project stakeholders and project partners to support key deliverables for the DHCW Project including the development of detailed sub catchment plans (for each sub- catchment).
- Implement and provide project governance, reporting and communication to ensure Landcare NT’s outputs and outcomes are delivered.

### Project Management

- Project management services for the initiation and planning phase of the DHCW Project.
- Prepare and monitor scopes, budgets, cashflows and resource requirements as necessary to successfully deliver allocated activities.
- Undertake procurement and contract management of contractors and other service providers to support project delivery.

### Leadership

- Builds relationships and encourages collaboration.
- Accountable and holds others accountable for meeting commitments.
- Uses different techniques to communicate to audiences.
- Helps promote change and is prepared to take on new challenges.

### Safety and Environment

- Take all practical steps to ensure your own safety, the safety of Landcare NT members, staff and contractors, the public and their property.
- Demonstrate a proactive approach to safety through field audits, risk assessments and hazard management strategies.
- Seek to reduce the environmental impact of the DHCW project activities through compliance with legislative and regulatory requirements.

### Quality

- Support a continuous improvement culture, developing and reviewing processes and procedures to ensure they are current and relevant to legislative, regulatory and other work environments.

### Commercial

- Support the financial and operational performance of the team, working with others to provide inputs and reports on the metrics that measure team performance.

## COMPETENCY PROFILE

“HOW” to do it

Builds effective teams	Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
Courage	Stepping up to address difficult issues, saying what needs to be said
Cultivates innovation	Creating new and better ways for the organisation to be successful.
Customer focus	Building strong customer relationships and delivering customer-centric solutions
Directs work	Providing direction, delegating, and removing obstacles to get work done.

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Interpersonal acumen	Relating openly and comfortably with diverse groups of people
Plans and aligns	Planning and prioritising work to meet commitments aligned with organisational goals.
Resourcefulness	Securing and deploying resources effectively and efficiently.

### MANAGEMENT RESPONSIBILITIES

Key Interactions:	Landcare NT members, volunteers, stakeholders/partners, Project Control Group, staff and Management Committee, contractors involved in delivering on ground services within the sub-catchments
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### COMPLIANCE

We expect you to do:

- Actively align, support and promote Landcare NT's **values** and support building a constructive workplace culture that celebrates **achievement through its people**.
- Carry out duties as per Landcare NT's Safety and Environmental policies and procedures.
- Ensure all activities undertaken as a Landcare NT employee comply with Landcare NT's **Code of Conduct**, Management Standards and Procedures, relevant Acts, legal demands and that you manage all of your activities and responsibilities within the Landcare NT's risk management framework.

### SELECTION CRITERIA

	Qualifications and Skills	Experience
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Qualifications in Natural Resource Management or similar recognised in Australia.</li> <li>• Relevant project management, contract management and associated financial management skills.</li> <li>• Well-developed interpersonal, oral and written communication and negotiation skills.</li> <li>• Proven ability to work effectively and efficiently with minimal supervision, to prioritise workload and meet deadlines.</li> <li>• Ability to foster positive working relationships across the Landcare NT membership, project stakeholders and partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated experience with managing natural resource management projects and associated services in the planning and project delivery phases.</li> <li>• Demonstrated experience with procurement and contract management and project budget management and reporting.</li> <li>• Demonstrated experience in working with diverse stakeholders and groups, driving coordination and collaboration, to achieve strategic and/or operational outcomes.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Project management qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with not for profit organisations, volunteers, government stakeholders (local and territory) in a stakeholder engagement, project planning and delivery context.</li> </ul>

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### FURTHER INFORMATION

1. Contact Annie Andrews, Chairperson Landcare NT on 0428 450085 for further information
2. Information about Landcare NT may be viewed at [Landcare NT](#)
3. The total remuneration package amounts published for this position include base salary, superannuation and annual leave loading.

**How to apply: Applications to be submitted via email to: [manager@landcarent.org.au](mailto:manager@landcarent.org.au)**

**Vacancy Closes: 10/02/2024**