

# FAR EAST VICTORIA LANDCARE Inc

A0050688L



## POSITION DESCRIPTION

**POSITION TITLE:** Landcare Project Officer - Bushfire Recovery

**TENURE:** 1.0 FTE to Dec 2022.

**LOCATION:** Far East Victoria Landcare (FEVL) Office 84A Nicholson St  
Orbost

**DATE APPROVED:** 5 January 2021

### ORGANISATIONAL OBJECTIVES

By taking a whole-of-community approach, FEVL not only works to enhance the natural environment and sustainability of agriculture and land use, but also addresses issues affecting the social capacity of communities of the region.

FEVL's vision is to support its member groups to be vibrant, innovative and influential in their local communities and be recognised as an organisation that provides strong leadership on environmental health and the agricultural sustainability in far east Victoria.

FEVL aims to contribute to this vision by:

- Providing support to member Landcare groups
- Sourcing information on natural resource management and sustainable agriculture for members and the broader community
- Advocating for community interests at a regional, state and national scale
- Creating and supporting social networks
- Building the skills and knowledge of the community
- Promoting Landcare participation/volunteerism
- Planning and managing projects at a network scale
- Building partnerships with other organisation that complement our purpose
- Matching groups and network priorities to investment opportunities.

### ORGANISATIONAL STRUCTURE

#### Local Landcare groups

Membership of FEVL Inc comprises local Landcare groups within the Far East Gippsland Catchment area.

FEVL recognizes and respects that local Landcare Groups are independent entities.

#### FEVL Inc - Committee of Management (CoM)

This Committee is responsible for the overall strategic operation of the network. Each Landcare group is entitled and encouraged to nominate two members/delegates to represent their local group on FEVL Committee of Management. The Committee will host this Project Officer position on behalf of two East Gippsland networks, FEVL and East Gippsland Landcare Network (EGLN).

#### Far East Victoria Landcare Facilitator

This position provides strategic coordination and planning support to the Far East Victoria Landcare Network and Landcare community to ensure good governance and continued success within the context of an evolving natural resource management and social environment.

The primary roles of the Landcare Facilitator are to:

- Provide appropriate support and co-ordination to assist FEVL, other staff and its member groups in their endeavours
- Facilitate opportunities for the effective and efficient delivery of priority projects

- Support the Network and its member groups to meet their governance responsibilities.

### **Landcare Project Officer- Bushfire Recovery**

This position will provide the necessary coordination for the successful implementation of the multiple region wide East Gippsland Bushfire Recovery Projects currently funded through both FEVL and EGLN and Far East specific projects. It will also develop and implement more projects as identified by community or the Networks with final approval reserved for FEVL CoM.

The primary roles of the Landcare Project Officer are to:

- Understand and support the stated goals, targets and intent of all regional Landcare Network Projects in Bushfire Recovery
- Develop and implement strategies and activities which will successfully accomplish the targets and stated milestones of these projects
- Work in close partnership with project stakeholders to help identify opportunities for the effective and efficient delivery of priority works
- Ensure all monitoring and reporting is achieved as per contractual agreements with the funding bodies
- Promote Landcare and its activities

### **ORGANISATIONAL RELATIONSHIPS:**

#### **Reports To:**

- On a day-to-day basis the Far East Victoria Landcare Facilitator
- The position is ultimately responsible to the FEVL Committee of Management

#### **Internal Liaisons:**

- Staff members
- Landcare Group executives
- Landcare Group members

#### **External Liaisons**

- EGLN, High Country and Snowy River Interstate Landcare (SRILC) Landcare staff and Network Committees
- Regional Authorities/Government Departments
- Other Landcare Organisations
- Other Landcare professionals
- Other NRM organisations
- Non-Government organisations
- Professional organisations
- Private Corporations and Industry
- Community Groups
- Members of the Public
- Contractors & Consultants
- Relevant Media Organisations
- Schools and Tertiary Institutes
- Researchers and relevant scientists

## **KEY OUTPUT (ACCOUNTABILITY) AREAS**

- Provide management, direction, and control of Regional East Gippsland and Far East Landcare Bushfire Recovery Projects within the allocated budgets, timeframes and required standards.
- Provision of internal and external formal reports as required.
- Ensure level of budget formulation, financial reporting and controls are accurate and consistent within the delegated authority of the project and position.
- Assisting with development, maintenance, and control of the Landcare contractual and partnership arrangements with other providers if and where applicable.
- Successful completion and implementation of project activities including monitoring.
- Support the development of relevant future projects and funding applications.
- Support other Landcare Network activities as directed as time allows outside project responsibilities.

## **JUDGEMENT AND DECISION MAKING (Task Difficulty and Thinking Demands)**

Decisions that affect Far East Victoria Landcare and its policies and procedures are to be made in consultation with the Far East Victoria Landcare Facilitator.

## **KEY SELECTION CRITERIA**

1. Relevant technical knowledge or equivalent practical experience in Natural Resource Management, and in particular project/program management and monitoring and evaluation.
2. Strong communication skills with a proven ability to effectively liaise with community members and other stakeholders
3. Demonstrated ability to work within a team-based environment and with a degree of autonomy
4. The ability, enthusiasm, and flexibility to initiate and drive actions within areas of responsibility.
5. Proven ability to work within specific timelines and budget constraints
6. Ability to compile reports within deadlines
7. Computer and administration skills
8. Current drivers' licence

9. Working with children check

**OTHER RELEVANT INFORMATION**

- Far East Victoria Landcare is an Equal Employment Opportunity Employer.
- Attendance at afterhours meetings may be required
- To support Far East Victoria Landcare's commitment to the environment, employees are always expected to act in an environmentally responsible manner.