



# Trust for Nature

## Position Description

<b>Position</b>	<b>Project Manager</b>
<b>Projects</b>	Multiple
<b>Location</b>	South East Area
<b>Employment status</b>	1.0 FTE – 0.6 FTE   fixed term
<b>Remuneration</b>	3.2 + 11% superannuation
<b>Reporting line</b>	Area Manager

### About us

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners. The Trust was established in 1972 to provide a way for people to donate money or land to protect native vegetation that is found on private properties across the State. We have since evolved into one of Victoria's primary private land conservation organisations, with several tools to help people protect biodiversity on their land.

Trust for Nature is Victoria's dedicated private land conservation organisation. Created in 1972 under the *Victorian Conservation Trust Act 1972 (Vic)*, Trust for Nature has a proud history of working across the government, not-for profit and private sectors to achieve permanent protection of almost 100,000 hectares of important conservation land across Victoria. Our staff are dedicated professionals with a strong focus on values. As a result, we have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond. As a founding member of the Australian Land Conservation Alliance, and an active member of the International Land Conservation Network, Trust for Nature takes a leading role on both the national and international stage to develop and promote initiatives that benefit private land conservation.

### Our Mission

We work collaboratively to protect nature on private land forever.

## TFN POSITION DESCRIPTION

### About the role

This role is integral to the delivery of Trust for Nature's projects in the South East Area. Reporting to the Area Manager, and working with key internal and external stakeholders, the Project Manager manages a small team to deliver strategic projects across the South East Area which includes the West Gippsland and East Gippsland catchments. The role delivers, monitors and evaluates projects that achieve strategic biodiversity outcomes and support Trust for Nature's organisational objectives.

The Project Manager role requires familiarity with conservation and land management principles, as well as Victoria's Ecological Vegetation Classes, flora and fauna. It requires people management experience, project management experience including scoping projects, managing budgets, spatial mapping skills, and delivering quality outcomes on time. It requires excellent written and verbal communication, attention to detail, ability to liaise with many different stakeholders, and the ability to manage conflict.

Depending on the scale and complexity of projects being delivered in the South East Area, the number of projects to oversee, and the number of project staff to manage will vary. In situations where few projects are being delivered, the Project Manager will deliver much of the on-ground components of project delivery. In situations where many large scale and complex projects are being delivered, the Project Manager may oversee more staff who will deliver the on-ground components of the projects.

### Key Relationships

- Statewide Operations Manager
- Chief Conservation Scientist
- Stewardship Coordinator
- Other business units
- Area Managers
- Regional staff
- Stakeholders
- Landholders

### Key Responsibilities

The primary responsibilities involve project management in the South East Area including:

- **Staff management:** Direct supervision of the area project staff, providing guidance, motivation, and direction to ensure the effective delivery of projects within the area.
- **Accountability and frameworks:** manage project staff to deliver multiple projects concurrently, including providing guidance for others in the area.
- **Communication:** prepares project reports, or oversees staff who develop project reports, requiring in depth analysis of project outcomes relevant to scope, budget and timeframes, risks and issues.
- **Knowledge and proficiency:** Apply knowledge of key conservation and land management principles to project delivery in the area.
- **Policy and projects:** manages project budgets, or oversees staff who manages project budgets, and allocates resources to ensure successful delivery of multiple projects in an area concurrently. Where requested by Area Managers, provides input on scoping projects to Director of Development, Chief Conservation Scientist, and Statewide Operations Manager.
- **Administration and corporate support:** Manages project budgets, or oversees staff who manages project budgets, and prepares reports for projects in area of responsibility including spatial mapping of project activities for reporting.
- **Operational service delivery:** Supports Area Manager by providing expert advice on conservation and land management practices and principles. Manages key project relationships with funding partners including catchment management authorities. Oversees contractor management for projects delivered in the area.
- **Occupational health and safety:** Promote a safety culture in the team and ensure compliance with the OHS Management System.

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### Knowledge and Experience

- Demonstrated experience supporting staff to deliver projects.
- Demonstrated project management experience, including managing risks and budgets, and writing reports.
- Excellent written and verbal communication skills including writing reports and communicating project outcomes to multiple audiences via a range of techniques (e.g. presentations, reports).
- Understanding of conservation principles and practices, including legislation, and knowledge of Victorian Ecological Vegetation Classes, flora and fauna.
- Experience working autonomously and as part of a team to deliver high quality projects and conservation outcomes.
- Demonstrated experience building stakeholder relationships with agency partners, Traditional Owners, conservation organisations, and community groups.

### Key Selection Criteria

- Degree in environmental science, natural resource management, or similar, or relevant experience.
- At least 5 years of experience working in the environmental sector.
- Demonstrated knowledge and experience relevant to this role.

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### Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values form the acronym **CREST** – **C**ollaboration, **R**espect, **E**fficiency, **S**upport and **T**rust.

### Specific requirements for all positions at Trust for Nature

A National Police Check is required to be conducted as part of the selection process. < Compulsory >  
A Working with Children Check is required to be held as part of the selection process. < Optional >

### Health and Safety requirements

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how we do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the *Occupational Health and Safety (OH&S) Act 2004* (with its associated regulations and codes).

### Join a Workplace Based on Fair Employment

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

### Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

### Equal Opportunity Employer

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

### Privacy Notification

The Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014 (Vic)*.

### Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff
- The position requires frequent travel throughout the area

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- A current Driver's Licence is necessary, and a car suitable for field work is preferable.
- The Trust promotes a positive work environment, is an equal opportunity employer, values diversity in its staff and encourages learning and development.

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.