



# Trust for Nature

## Position Description

<b>Position</b>	<b>Project Officer</b>
<b>Department</b>	Regional Delivery
<b>Projects</b>	Multiple
<b>Location</b>	South East Area
<b>Employment status</b>	0.8 FTE   fixed term 2 years
<b>Remuneration</b>	2.2 + superannuation
<b>Reporting line</b>	Project Manager/ 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. 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 important conservation land across Victoria. We have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

### Our Vision

A future in which Victoria's nature is valued, protected and thriving

### Our Purpose

We work with Victorians to protect nature on private land forever.

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### About the role

This role supports the delivery of Trust for Nature's projects in the South East Area. Reporting to the Project Manager, the Project Officer supports the delivery of strategic projects across the South East Area.

The Project Officer role requires some familiarity with conservation and land management principles, as well as Victoria's Ecological Vegetation Classes, flora and fauna. It requires good time management skills, an ability to work autonomously, and spatial mapping skills. It also requires sound written and verbal communication, attention to detail, and the ability to liaise with stakeholders.

### Key Relationships

- Area Manager
- Regional staff
- Stakeholders
- Landholders
- Contractors

### Key Responsibilities

The primary responsibilities involve supporting the Project Manager to deliver projects in the South East Area including:

- **Accountability and frameworks:** support the delivery of project/s for the area and supervise contractors and deliver on ground works as required.
- **Communication:** draft project reports requiring analysis of project outcomes relevant to scope, budget and timeframes, risks and issues. Undertake spatial reporting. Engage with partners and landholders regarding project delivery.
- **Knowledge and proficiency:** Apply knowledge of key conservation and land management principles to project delivery in the area.
- **Policy and projects:** Under guidance from the Project Manager, support the delivery of projects across the South East Area.
- **Administration and corporate support:** With guidance from the Project Manager, help to manage project budgets and draft reports for projects.
- **Operational service delivery:** Support the Project Manager to deliver projects in the area, by providing advice on conservation and land management practices and principles, undertake project activities as required.
- **Occupational health and safety:** Promote a safety culture in the team and ensure compliance with the OHS Management System.

### Knowledge and Experience

- Understanding of project management desirable, including understanding of managing budgets, and report writing.
- Sound 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, and some 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.
- Experience with on-ground works like weed control and pest control.
- Some experience building stakeholder relationships desirable.
- Experience in spatial mapping and GIS required.

### Key Selection Criteria

- Degree in environmental science, natural resource management, or similar, or relevant experience.
- At least 12- months of experience working in the environmental sector.

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- Demonstrated knowledge and experience relevant to this role.

### 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 are;

- Nature - we really really love nature!
- Forever – we think long term
- Together – we work collaboratively and with care

### Specific requirements for this position

- A National Police Check is required to be conducted as part of the selection process.
- The position requires travel throughout Victoria, therefore a current Driver's Licence is required

### 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.

### 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.

### 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.

### Privacy Notification

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 is located at in South East Victoria; and

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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.