

## **Katanning LCDC - Landcare Project Officer**

### **Position Description**

This is a casual position, hours dependent upon project budgets and delivery requirements, with work schedules to be determined by mutual agreement, based at the Katanning Landcare Centre, 10 Dore Street, Katanning, and with work-from-home (WFH) options.

#### **PRIMARY FUNCTIONS:**

Manage projects as contracted within the scope of each project and  
Complete tasks on behalf the LCDC, as requested, and within the available staff budget

#### **REPORTING RELATIONSHIPS:**

- Work under the direction of the Katanning Land Conservation District Committee (LCDC) and the Executive Finance Manager to ensure contracted project outcomes are met
- As required, work closely with all full-time, part-time and casual staff, as well as volunteers, providing oversight and direction where required.

#### **ROLES & RESPONSIBILITIES:**

##### **Carry out project management roles, as per project schedules, work plans and budgets**

- Effectively manage projects, meeting project delivery outcomes as contracted
- Complete project reporting, including interim and final reporting as per project contract
- Carefully review all project contracts and schedules upon receipt and complete any project variations, if required
- Complete project invoice processing for submission to Executive Finance Officer for payment
- Routinely review project financials with Executive Finance Officer for compliance with project budgets and assist Executive Finance Officer with completing project financial reporting to meet contracted project requirements

##### **Carry out various tasks on behalf of the LCDC, such as:**

Expected/routine tasks:

- Develop projects and apply for grant funding from a range of sources
- Prepare monthly LCDC meeting Landcare Officer report; attend LCDC meetings as able, or when attendance is required
- Liaise effectively with landholders, government agencies and other NRM groups
- Respond to enquiries from the public, where the best placed officer to do so.

##### **Tasks to be undertaken as appropriate and if time/budget permits:**

- Participate in training opportunities and networking events as agreed with the Katanning LCDC
- Present at events, conferences, lead training and group facilitation
- Assist with Policy and Action Plan review and updates
- Be informed of strategic, regional and policy movements that may affect the Katanning LCDC and participate in relevant discussions on these matters
- Develop marketing, advertising, media and promotional opportunities for the Katanning LCDC



- Other tasks as defined by the Katanning LCDC and as agreed by Landcare Officer

#### **ESSENTIAL SELECTION CRITERIA**

- Excellent written and verbal communication skills
- Experience with project management or project delivery
- Budgeting and tracking experience
- Computer literacy

#### **DESIRABLE SKILLS / EXPERIENCE**

- Experience or training in Natural Resource Management, Agriculture, Horticulture or similar
- Experience or training in Project Management
- Current, valid driver's license and reliable vehicle

Remuneration is based upon a private Employee-Employer Agreement at rate to be determined by mutual agreement.

*Updated 16 March 2023*

