



OFFSETS PROJECT OFFICER

JOB & PERSON SPECIFICATION

AUGUST 2020



POSITION DESCRIPTION

Position:	Offsets Project Officer
Reports to:	Offsets Program Manager
Direct Reports:	Nil staff, some supervision of external contractors
Key Relationships:	<ul style="list-style-type: none">• Offsets Program Manager.• Nature Foundation Staff and Volunteers.• Industry, governmental and other key external partners / stakeholders.• External contractors.

POSITION SCOPE:

Our vision is *Inspiring people to connect with and conserve the natural habitat of South Australia for future generations*, because we see people and nature being fundamentally dependent on each other.

Nature Foundation is an apolitical not-for-profit foundation that invests in conserving, restoring and protecting South Australian landscapes, flora and fauna to ensure their survival. We aim to lead the way in sustainable nature conservation. We do this by inspiring and working with others on areas of exceptional biodiversity value, threatened species and sites of natural, cultural and geological significance.

Established in 1981 by visionary members of the community, Nature Foundation has helped protect more than 1.15 million hectares so far, both terrestrial and wetland, and is now one of the largest non-government conservation land managers in South Australia and third largest in Australia.

Nature Foundation is a member-based organisation supported and advanced by a dedicated group of members, volunteers, staff and benefactors - underpinned by science. It highly values reaching and working in partnership with business, volunteers, Aboriginal communities, local communities, community organisations, and the three levels of government.

Its science program, in collaboration with South Australia's three universities, has to date granted more than \$1.7million to support 410 students and community projects advance the study of and careers in nature conservation.

Many of these partnerships are developed on the Nature Foundation's Nature Reserves. The two main Reserves – Witchelina in the Far North of SA, and Hiltaba at the western end of the Gawler Ranges – also offer unique opportunities for Nature Foundation members and other visitors to experience the beauty of, and fascination for the natural world that lies at the core of our work.

Nature Foundation's Water For Nature Program delivers water to large and small River Murray wetland and floodplain sites to sustain and bring wetland environments back to life, contributing to the health of the system as a whole from the border to the sea.

Our Cultural qualities

- **Connected:** we are agile and adaptable connecting communities through nature.
- **Innovative:** we are creative and resourceful in tackling major environmental issues.
- **Accountable:** we strive for excellence in everything we do, holding each other to account and working to the highest ethical standards.
- **Caring:** we care about each other, what we do and why we do it, we believe in the power of nature to transform our lives.
- **Inspirational:** we inspire and create enjoyment through nature.
- **Adventurous:** we are bold and adventurous in our pursuit of conservation outcomes.

About the Role

Reporting to the Offsets Program Manager, the Offsets Project Officer is responsible for providing high quality coordination and support in the acquisition of, approval for, and effective 'on ground' delivery of, programs to offset the impacts native vegetation resulting in significant and positive nature conservation, community and industry outcomes. This includes maintaining and strengthening relationships with industry, government landholders and other key stakeholders, providing effective management and coordination of projects on a day to day basis, developing and/or improving systems and process as required and monitoring and reporting on the progress, quality and effectiveness of programs as required.

Key Role Outcomes

1. Approval for environmental offsets and other relevant programs is achieved in an effective and timely manner.
2. All necessary assessments, studies and works are secured and successfully completed as required.
3. A range of environmental offset projects and programs are effectively planned, coordinated and delivered to agreed standards and within budget.
4. Relationships with new and existing industry proponents and other key stakeholders are maintained and strengthened.
5. High quality project management plans, systems and processes are developed, implemented monitored, updated and/or improved as required.
6. All 'in-progress' projects and programs are rigorously monitored, maintained and reported on in an effective and systematic manner.

Special Conditions

1. The position will be based in the Prospect office.
2. Some out of hours work, intra and interstate travel involving overnight through to several-day absences from home will be required as part of the role, including familiarising with the organisation's nature reserves, and visiting them periodically.
3. Extension of the role is subject to funding.

Personal Attributes

ATTRIBUTE	DESCRIPTOR
✓ Leads Self and Others.	<ul style="list-style-type: none"> ✓ Provides developmental leadership through coaching, modelling best practice and working alongside others. ✓ Is self-aware and understands, manages and willingly adjusts the impact of own styles and behaviours on others to achieve good outcomes for the organisation. ✓ Considers each person as an individual, values diversity and strives to be personally and culturally respectful at all times. ✓ Is respectful, honest, ethical and trustworthy. ✓ Exemplifies the organisation's values and holds self and others accountable in this regard.
✓ Thinks and acts strategically.	<ul style="list-style-type: none"> ✓ Has a sound knowledge and understanding of the Nature Foundation's strategic goals and priorities. ✓ Understands how own, and the roles of others contribute to achieving these goals and priorities. ✓ Makes an active contribution to shaping, evaluating and achieving the Nature Foundation's strategic goals and priorities. ✓ Leads, or makes a substantial contribution to developing, implementing and monitoring own team's business plan.
✓ Resilient in the face of change and complexity.	<ul style="list-style-type: none"> ✓ Sees change and complexity as an essential component of working in a dynamic and satisfying environment. ✓ Is positive-minded and agile when faced with adverse and/or changing circumstances. ✓ Champions thoughtful change when circumstances require and leads others on the journey through coaching and development. ✓ Is reflective, learns from mistakes and empowers other to do the same.
✓ Engages Others.	<ul style="list-style-type: none"> ✓ Builds productive teams and leads others through coaching, adaptive leadership and respect. ✓ Builds strong and sustainable relationships with colleagues, volunteers, partners and other external stakeholders. ✓ Actively models a culture of learning, development and continuous improvement in self and others.

<p>✓ Achieves Outcomes.</p>	<ul style="list-style-type: none"> ✓ Works with colleagues, team members and direct reports to influence and set both individual and team goals and priorities. ✓ Ensure that resources are aligned to agreed goals and priorities and that team members are provided with the support and assistance they need to achieve these. ✓ Seeks and provides regular feedback and inspires a passion for excellence and continuous improvement. ✓ Monitors, improves and realigns to ensure performance remains 'on-track', celebrates achievements and holds self and others accountable for outcomes. ✓ Demonstrates strong project management skills and oversees the management and performance of key projects and programs within position scope.
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Required Qualifications and Competencies

- Demonstrated and successful experience in the planning, management and monitoring of conservation-based or other relevant projects.
- Sound personal planning and management skills, including the ability to schedule and work on simultaneous tasks, prioritise time and deliver outcomes within tight deadlines.
- Sound ability to work autonomously and with minimal supervision.
- Sound knowledge and understanding of nature conservation as it applies to the vision, purpose and cultural qualities Nature Foundation.
- Experience in the monitoring and evaluation of 'on-ground' projects and/or programs including the early identification and constructive resolution of problems and/or issues.
- Knowledge and understanding of the legislative and regulatory environments impacting on nature conservation and Nature Foundation's industry and other partners and stakeholders.
- Well-developed interpersonal and emotional intelligence skills that foster trust and cooperation in others.
- Demonstrated ability to maintain, build and further strengthen relationships with key internal and external stakeholders.
- Excellent written and verbal communication skills including the ability to vary styles and formats to suit diverse audiences and contexts.
- Demonstrated ability to work as an effective and collaborative team member.
- Ability to provide leadership, inspire and motivate others.
- Demonstrated strong project, program and/or team management skills and abilities.
- Competent in the use of the Microsoft suite of programs including Outlook, Word, Excel and PowerPoint.
- Current driver's licence.

Work Health and Safety

- Actively advance workplace safety attitudes, practices, procedures and programs.
- Takes responsibility for contributing to the maintenance of own health and safety and the health and safety of others in the workplace.
- Ensures that potential or actual risks to own health and safety or the health and safety of others are reported promptly.
- Engages in discussions and/or training relating to occupational health and safety as required.
- Proactively ensures that any direct reports, volunteers or sub-contractors understand workplace health and safety requirements and responsibilities and are trained accordingly.

Corporate Responsibilities

- Abides by all Nature Foundation Policies and Procedures and other reasonable and lawful management directions.
- Represents the organisation in a professional, ethical and responsible manner at all times considering the abovementioned policies and procedures, cultural qualities, personal attributes and other reasonable requirements applying to workplace behaviour.
- Seeks and receives regular feedback on progress and performance and participates in Nature Foundation's Annual Performance Review and Development process as required.
- Ensures that all statutory and regulatory obligations are complied with at all times.



HOW TO APPLY

Applications should be addressed to Hannah Way. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Hannah on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.