

**JOB DESCRIPTION FORM
JUNE 2014**

1. POSITION IDENTIFICATION

POSITION TITLE	PROGRAM MANAGER – DESERT & PILBARA
LOCATION	PERTH

2. POSITION RELATIONSHIPS

RESPONSIBLE TO	OPERATIONS MANAGER
THIS POSITION	PROGRAM MANAGER – DESERT & PILBARA
ASSOCIATED RELATIONSHIP	PROJECT MANAGEMENT SYSTEMS AND EVALUATION MANAGER OTHER RANGELANDS PROGRAM MANAGERS
POSITIONS UNDER DIRECT SUPERVISION	NIL

3. KEY RESPONSIBILITIES

The Program Manager is responsible for co-ordinating the delivery of the Desert & Pilbara subregions, as well as looking for new opportunities for NRM projects and partnerships to deliver them. They will oversee and manage the on ground works of external Delivery Organisations to ensure projects are delivered on time and on budget.

The four key areas of responsibility for this role are:

- Lead the identification, development, implementation, monitoring and reporting of programs and projects for the Desert & Pilbara NRM programs.
- Build strong relationships with program partners, relevant community groups and individuals and identify further opportunities for new partnerships and projects that align with the Rangelands strategic and operational plans.
- Oversee the management of existing projects including the management of Delivery Organisations and co-ordination of reporting requirements.
- Promote the Desert & Pilbara programs and other Rangelands NRM activities broadly and liaise with State and Commonwealth representatives and relevant stakeholders.

4. STATEMENT OF DUTIES

	DETAILS
PRODUCTION PROJECT AND PROGRAM DEVELOPMENT	<ul style="list-style-type: none"> • Maintain a high level of understanding of the NRM issues of the Desert & Pilbara regions. • Lead the identification of project and program opportunities and align with funding and delivery opportunities. • Oversee the development of project management plans and associated processes.
QUALITY CONTROL	<ul style="list-style-type: none"> • Ensure all materials delivered by Rangelands NRM meet the quality specifications as determined appropriate.
BUSINESS AND PARTNERSHIP DEVELOPMENT	<ul style="list-style-type: none"> • Develop and implement operational plans in conjunction with the Operations Manager. • Liaise with stakeholders to develop and maintain existing and potential partnerships.
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Monitor and manage Project performance (tasks, outputs) and Activity Agreements (milestones, targets) and sign off on milestone payments. Monitor expenditure against project budget allocations.
REPORTING	<ul style="list-style-type: none"> • Oversee and assess project reports and financial statements from Delivery Organisations and from Rangelands NRM to primary funding providers (clients). • Develop work plans in conjunction with staff under direct supervision.
PEOPLE	<ul style="list-style-type: none"> • Responsible for the overall development and management of project based employees operating under these Programs. • Ensure Programs are correctly staffed to meet project commitments. • Coach employees and provide constructive appraisals of work performance. • Address performance issues promptly and effectively. • Monitor staff expenditure, timesheets and leave applications etc.
OTHER	<ul style="list-style-type: none"> • Perform other duties as requested by the Operations Manager within the scope of experience and qualifications. • Work as a member of the Rangelands team to ensure that the overall objectives of the organisation are met.
<p>Note: The occupant of this role will be expected to comply with and demonstrate a positive commitment to Rangelands NRM WA Equal Employment Opportunity, Occupational Health & Safety, Code of Conduct and Confidentiality policies and procedures.</p>	

5. POSITION SPECIFICATIONS

	DETAILS
EDUCATION AND QUALIFICATIONS	<p><u>Required</u></p> <ul style="list-style-type: none"> Degree in NRM, Agriculture or other relevant discipline. <p><u>Desired</u></p> <ul style="list-style-type: none"> Training in Project Management.
KNOWLEDGE, EXPERIENCE AND SKILLS	<p><u>Required</u></p> <ul style="list-style-type: none"> Knowledge of regional issues and threatening NRM processes. At least 5 years' experience in a Senior Management or Leadership role. Extensive experience in managing complex projects. Written and verbal communication skills of a high standard. Ability to relate to, and communicate with, people at all levels and an understanding of the part that cultural differences play in communicating with different groups. Ability to use initiative and be self-motivated. Computer skills, particularly with MS Office suite. Current WA Drivers Licence. <p><u>Desired</u></p> <ul style="list-style-type: none"> Experience in communicating with Indigenous groups would be an advantage. Experience living or working in Remote or Northern Australia.
EMPLOYMENT TERMS	<ul style="list-style-type: none"> This is a full time position. This is initially a performance based fixed term contract to 30 June 2016, with an option for extension, subject to funding. Travel will be required. Occasional camping out may be necessary. At times you will be required to work outside of normal business hours.

Rangelands NRM Co-ordinating Group (Inc.) is a not for profit, non-aligned community-based organisation which aims to facilitate collaboration and best practice in environmental management for land managers.