



Position Description

- Advertised: 04 Sep 2017
- Closing date: 13 Sep 2017
- Start date: 09 Oct 2017

STRATEGIC DEVELOPMENT OFFICER

Employer:	Northern Gulf Resource Management Group
Relationship:	Reports to Executive Coordinator
Conditions of employment:	Full Time (1 FTE) to 30 June 2018
Hours of Duty:	38 hrs/wk, with some work expected outside of normal hours.
Salary Package:	(\$77,000) \$37p/hour plus 9.5% super
Location:	NGRMG has offices in Georgetown and Mareeba, Far North QLD. This position will be required to work from both offices

The work you will be required to undertake

The focus of this role requires the successful applicant to:

1. Locate and apply for grants and other co-funding opportunities to advance the Northern Gulf Regional NRM Plan
2. Work with the Executive Coordinator and Project staff to prepare and deliver reporting and acquittal requirements
3. Provide additional management capacity to support the Executive Coordinator, as required.

A key component of the role involves working with Project Officers, key stakeholders and external partner organisations to develop new project and related funding opportunities. This will require familiarity with the Northern Gulf Regional NRM Plan and continuous monitoring of various funding programs.

Approximately twice per year there are major reporting cycles to fulfil our obligations to both State and Commonwealth National Landcare and NRM programs. During these times, the role will be focussed on the preparation, oversight, and management of reporting and acquittal requirements (MERI and enQuire reports).

Generally, the role does not include the supervision or management of staff. However, this role is expected to be filled by a relatively experienced person who is capable of acting as the senior manager of staff when delegation of this responsibility is required. This role will also be the designated WH&S Officer for both Mareeba and Georgetown offices.

Summary of key duties and responsibilities

- Seek funding and project opportunities to advance the Northern Gulf Regional NRM Plan.
- Coordinate and write project performance and acquittal reports as per funding agreements.
- Advise on the alignment of projects and activities across the region to minimise duplication.
- Maintain good communication and partnerships with State and Commonwealth agencies.
- Represent Northern Gulf at relevant stakeholder meetings to enhance potential funding.
- Supervise WH&S compliance within the company.

Selection criteria

Essential

1. Demonstrated experience in the NRM sector (environmental conservation, sustainable agriculture, Indigenous land management).
2. Significant experience in sourcing and preparing funding applications (grant writing) demonstrating a capacity for creative problem-solving and collaborations.
3. Familiarity with the *MERIT* and *enQuire* reporting systems (or similar tools) demonstrating strong analytical reasoning.
4. Demonstrated entrepreneurial capacity to self-start and solicit new opportunities.
5. Valid drivers' license and willingness to undertake remote travel
6. Excellent written and verbal skills

Desired

We are keen that applicants are qualified or willing to become proficient in these areas:

- Familiarity with NRM planning systems, program logic, or similar frameworks
- Highly organised with the ability to work over several projects and competing demands
- High competence with online tools (web-based) and Office software
- Experience in WH&S management

About Northern Gulf

Northern Gulf Resource Management Group (NGRMG) is the Natural Resource Management (NRM Body) for the northern gulf region. It has offices in Georgetown and Mareeba. It works in partnership with stakeholders, land care groups, other NRM bodies, and local, State and National governments to deliver outcomes addressing challenges across the Northern Gulf, and northern Australia.

We facilitate community-owned outcomes that improve economic activity, enhance social and cultural interests, and protect environmental values, within the context of maintaining and managing healthy ecosystem functions.

The organisation is a “bottom up” in that our ideas and projects emanate from community members and interest groups throughout the region.

More info: <http://www.northerngulf.com.au>

Next steps

Submit your cover letter addressing the selection criteria along with a current CV and 3 professional references to:

Allan Holmes, Executive Coordinator

executive.coordinator@northerngulf.com.au

0498 977 632

Applications close 17:00, 13 Sep 2017