

Sample Position Description

2015-19 NSW Local Landcare Co-ordinators Initiative

Position title:	Local Landcare Co-ordinator
Employer:	<insert employing organisation name>
Location:	<insert location or location negotiable>
Classification / Tenure:	<insert temporary part-time or casual> position up to 30 th June 2019, depending on satisfactory performance and on-going funding
Remuneration:	<insert salary or hourly rate range + included benefits e.g. employer superannuation> * see note 1
Organisation profile:	<insert host organisation summary information>
Position/role objectives:	<p>Local Landcare Coordinators will work with their host organisations, to increase the capacity of the organisation to:</p> <ul style="list-style-type: none"> • support and increase community engagement • extend their coverage and provide support to more groups, networks and landholders • undertake planning, develop partnerships and secure resourcing through project grants and other sources • monitor, evaluate and report on their projects and activities • improve financial sustainability and long-term viability by sourcing external funds • effectively participate in natural resource management activities that address critical agricultural sustainability and environmental issues • link to programs of Local Land Services and other Government agencies and organisations to develop on-ground natural resource management projects, in line with regional and state strategies. <p>Local Landcare Coordinators will also participate in and contribute to a regional and state Landcare Community of Practice.</p>



Reporting/supervision arrangements:	Position reports to <insert reporting arrangements>
Links to existing programs:	<p>The Local Landcare Coordinator Initiative will mesh with the support arrangements currently in place, in particular the Regional Landcare Facilitator Network.</p> <p>Regional Landcare Facilitators will play an important role in facilitating a community of practice and in assisting with the collection and aggregation of data from each region.</p> <p>The Landcare Support Program Manager and the State Landcare Coordinator will work with each Local Land Services region and the Landcare community in the region to identify current programs and existing support roles and to ensure linkages occur.</p>
Competencies:	<ul style="list-style-type: none"> • is proactive with a community-minded attitude; • has excellent networking and people skills; • has good communication, coordination, administration and computing skills; • has a strong interest in and commitment to local environmental and agricultural land management issues. • can manage their workload effectively; • is flexible about their working hours over the period of employment; • has a current drivers licence.
Selection criterion:	<p>Please address each of the following criteria as a short separate paragraph:</p> <ol style="list-style-type: none"> 1. Sound understanding of natural resource management issues in the region and empathy with the local community. 2. Demonstrated well-developed written and oral communication skills, including competence in the use of Word, Excel, email and the Internet. 3. Demonstrated ability to work with and develop community groups, including group facilitation, action planning and mediation skills. 4. Proven expertise in project planning, management, record keeping and report writing. 5. Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network. 6. Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups. 7. Experience in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar. 8. Ability and willingness to work outside office hours to contact landholders and attend community group meetings. 9. Current drivers licence.



Additional Information:	<p><Insert Host Organisation name> is an equal opportunity employer, with employment under the organisation’s standard employment agreement or as negotiated.</p> <p>Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays intra state will be required.</p> <p>You may be required to use your own vehicle for work purposes, and provide us with copies of comprehensive or at least Third Party Property insurance for your vehicle. Vehicle use will be reimbursed on a per kilometre basis.</p> <p>For further information about the position, please contact <insert host organisation contact details>.</p>
Applying for the position:	<p>To apply, please provide the following:</p> <ol style="list-style-type: none"> 1. Brief covering letter, outlining why you seek this position (1 page) 2. Your current CV/resume (4 pages maximum). 3. Your claims against each of the selection criteria (4 pages maximum) 4. Contact details for two referees, which should include a current or recent employer or supervisor. 5. Applications to be emailed to: <insert host organisation email>
Closing date:	Applications must be received by <insert time and date>

This template is provided as a guide. It may be adapted to suit your organisation, however please ensure that the position roles and objectives are compatible with the Local Landcare Coordinator Initiative, and that employment terms and conditions meet the National Employment Standards from Fair Work Australia. Host organisations are advised to refer to Employment Toolkit available at <http://www.landcarensw.org.au/resources.php?tid=10>

Note 1. The Local Landcare Coordinator Initiative does not specify any level of remuneration, but provides information in the Frequently Asked Questions to assist host organisations in determining an appropriate pay scale for their own situation.

The Local Landcare Coordinators Initiative is funded by the NSW Government, and is supported through the partnership of Local Land Services and Landcare NSW.

The NSW Government has provided \$15 million over four years to renew the government-community relationship and unlock the full potential of the thousands of volunteers in the Landcare network.

This document has been developed by Landcare NSW Inc as part of the Landcare in a Box Series

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of November 2015. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Landcare NSW or the user’s independent advisor.

Landcare in a Box: an initiative of the National Landcare Network, resourced by the NSW Landcare Support Program.

