



About the Organisation

Established since 1991, the Lake Baroon Catchment Care Group is a small but leading not-for-profit community group based in Maleny in the Sunshine Coast hinterland, overseen by a voluntary Management Committee. We work with the local community to reduce risks to catchment water quality, particularly with primary producers and other large landholders. We pride ourselves on our collaborative working relationships with clients, delivering conservation and land management outcomes. The group's activity is primarily Project based and seeks on-ground outcomes as a priority. LBCCG currently delivers five key programs; Riparian Condition Improvement (Water Quality: Weeds), Agricultural Practice improvement, Erosion and Sediment Control, and Seqwater Asset Management. Further information is available within our Annual Reports. www.lbccg.org.au

LBCCG receives significant regular funding from Seqwater through five-year agreements and also holds a three-year Partnership funding agreement with Sunshine Coast Council.

In 2018 Lake Baroon Catchment Care Group won the *Australian Government Excellence in Sustainable Farm Practices* at the National Landcare Awards, has an annual budget of \$1.5 M, and employs five permanent staff members. LBCCG employs a wide range of external local contractors through which our Programs and Projects are delivered.

JOB TITLE	Manager
HOURS	Full time (1.0 FTE) 38 Hours per week LBCCG allows flexible working hours A reduced working week pro-rata is available for the right candidate
SALARY	\$90,000 - \$100,000pa Base plus Super, Package value up to \$120,000
PACKAGE BENEFITS	Vehicle, Phone, 4 weeks annual leave with 17.5 % loading, Personal leave, Long service leave.
LOCATION	LBCCG office – 455 North Maleny Road, Maleny QLD 4552 Other local locations as required including employee's home residence
REPORTS TO	LBCCG Management Committee
SUPERVISES	Project Officers (3), Administration Manager (1)

ROLE OUTLINE

The Manager is responsible for the operational management of LBCCG, providing accurate information to the Management Committee so that strategic decisions can be made. The Manager oversees the day to day running of the organisation including the office, programs, and group governance. The Manager ensures all staff are working productively and have the resources to be able to fulfil their roles.

The Manager is responsible for developing the LBCCG Annual Work Plan Annual Reports and overseeing individual Project Plans. The Manager is responsible for approving budgets and directing Project Officers to achieve on-ground outcomes.

The Manager provides regular verbal and Powerpoint presentations to the LBCCG Management Committee. Provides technical support to all LBCCG staff. Liaises with Seqwater staff to develop Work Plans and Project approvals.

DUTIES/RESPONSIBILITIES

1.0 Staff Management

1.1 Manage Human Resources for the organisation.

1.2 Provide leadership and mentoring for LBCCG staff.

1.3 Coordinate and contribute to staff performance reviews.

1.4 Coordinate recruitment processes.

1.5 Supervise staff and oversee all Programs.

2.0 Program Management

2.1 Develop and produce the Annual Work Plan a document that guides investment each year, Project Plans and Annual Reports.

2.2 Monitor program and project budgets and ensure accurate records are kept.

2.3 Undertake reporting as required including ensuring monitoring and evaluation is scheduled and completed.

2.4 Annually prepare and submit project GIS database to funding providers.

2.5 Ensure contractual obligations are met.

2.6 Produce acquittal reports for external agencies

2.7 Provide verbal, written and PowerPoint Reports to the LBCCG Monthly Meetings

3.0 Group Governance

3.1 Ensure statutory reporting requirements are met by working closely with the LBCCG Committee and Administration Manager.

3.2 Develop and maintain policies and procedures (in conjunction with the LBCCG Management Committee).

3.3 Oversee (in conjunction with the LBCCG Management Committee) the maintenance of the LBCCG Safety Management Plan (WH&S).

3.4 Provide coordination and support the functions of the President and Executive Committee of LBCCG; contribute to developing meeting agendas; provide business papers; provide briefings to Executive, and advise on priority issues.

4.0 Project Management

4.1 Oversee and where necessary carry out site investigations, collecting, processing, and evaluating the off-site and on-site data, processing, and interpretation of chemical, geographical, and geological data for preparing project plans accordingly.

4.2 Oversee, in conjunction with Project Managers, the coordination of projects, including landholders, stakeholders, internal and external expertise and other regulators to produce a sufficiently detailed and achievable project plan (including accurate budgets).

4.3 Monitor projects to ensure agreed outputs are being delivered to budget, expectations and information is recorded to enable accurate Final Reports.

4.4 Direct Project Officers to implement on-ground works.

4.5 Keep the LBCCG Management Committee updated on current and upcoming Projects both at monthly meeting and via email and phone.

4.6 Apply for external grants where available that compliment LBCCG goals, Programs and Projects.

5.0 Networking

5.1 Maintain catchment landholder relationships and assist other LBCCG staff to engage.

5.2 Represent LBCCG at local and regional events; build and maintain partnerships and networks with private, public, and other community-based organisations; promote the work of LBCCG (including presentations etc); and seek opportunities that contribute to meeting the Annual Work Plan (including funding).

5.3 Develop and maintain a close working relationship with Seqwater staff.

6.0 Administration

6.1 Ensure contractual obligations are met.

6.2 Manage on-line resources; work with the Administration Manager to maintain and update the web page, social media and other online presence.

6.3 Oversee financial management including developing and monitoring operational and project budgets and oversee bookkeeping.

6.4 Adhere to LBCCG Policy & Procedure including WHS requirements

Knowledge, Skills and Abilities/Qualifications

- An appropriate tertiary qualification in natural resource management or a related field, is desirable OR Relevant experience from a rural background.
- Demonstrated experience managing staff.
- Demonstrated experience in administrative management.
- Demonstrated experience in organisational policy and records management.
- Demonstrated experience in budgeting and financial management.
- Ability to produce a high standard of written communications, including the use of Microsoft Office (particularly Word, Excel, and PowerPoint).
- Well-developed networking and people skills, an ability to build effective partnerships and cultivate productive working relationships.
- Excellent problem-solving abilities.
- Working knowledge of general office equipment such as printer, scanner, and PC.
- High Practical proficiency in ArcGIS Pro mapping is very desirable.
- A flexible team player who is self-motivated, able to work autonomously, and who can manage their workload and time effectively.
- Strong communicative skills.
- Has an interest in and commitment to community development, local environmental and agricultural land management issues.
- Demonstrated experience working with primary producers and an understanding of sub-tropical agriculture.
- Ability to apply a process-based approach to develop and implement projects (prioritisation of tasks and ability to multi-task).
- Ability to build strong collaboration and partnerships with stakeholders and the community.

Performance Goals

- LBCCG always runs smoothly.
- Long-term and productive relationships are built with local landholders.
- Major funding providers (Seqwater, Sunshine Coast Council and others) are satisfied with LBCCG performance and conduct of staff.
- Sufficient funding for projects and administration is received to maintain adequate staff levels and resourcing.
- Budgeting is accurate and achievable with realistic forward budgets.
- Programs and projects are completed on time and on budget, reports are produced in a timely fashion.
- Projects are implemented safely and in line with LBCCG Safety Management System (WH&S Policy).

- LBCCG Management Committee and President are always kept up to date regarding the operational situation of the organisation, and are made aware of any current or upcoming issues.
- Ensure workspace is clean and presentable.
- LBCCG vehicles are clean and presentable.
- The LBCCG offices and yards are clean and presentable.
- At all times ensure the LBCCG reputation is upheld.
- Provide concise, clear reports to monthly meetings.
- Produce Program and Project Plans on time.