



## JOB DESCRIPTION

The Lake Baroon Catchment Care Group is a small, dynamic not for profit community group based in Maleny in the Sunshine Coast hinterland. We work with the local community to reduce risk to catchment water quality particularly primary producers and other large landholders. We pride ourselves on collaborative working relationships with our clients, delivering conservation and land management outcomes.

**JOB TITLE** Project Manager

**JOB TYPE** Full time (1.0 FTE)

**LOCATION** LBCCG office – 455 North Maleny Road

Other locations as required including employee's home residence

**SUPERVISOR/MANAGER** LBCCG Manager

**REPORTS TO** LBCCG Manager  
LBCCG Management Committee

**ROLE OUTLINE** The Project Manager manages specific on-ground projects from planning through to delivery. Responsibilities include, but are not limited to, developing project plans; implementing and recording the agreed project outputs and outcomes; maintaining data records; monitoring and evaluating project progress, and assisting in reporting to the funding provider at the end of a project.

### DUTIES/RESPONSIBILITIES

- 1.0 Project Management**
- 1.1 Evaluate physical characteristics (geography, geology, hydrology and ecology) of the project site to inform project plan preparation.
  - 1.2 Communicate and coordinate with landholders and other relevant stakeholders, internal and external experts, and relevant regulators as required to produce detailed and achievable project plans that are accurately budgeted and resourced for successful implementation.
  - 1.3 Coordinate suppliers, contractors and other stakeholders, to ensure on-ground activities are successfully implemented.

1.4 Monitor projects to ensure agreed outputs are being delivered to budget and specifications.

1.5 Implement the LBCCG Work Health & Safety policy on all projects.

## **2.0 Reporting**

2.1 Provide regular verbal and written progress reports to the LBCCG Manager and present to the LBCCG Management Committee at monthly meetings.

2.2 Complete final project reports to a suitable standard in a timely manner as required.

## **3.0 Networking**

3.1 Maintain catchment landholder relationships and assist other LBCCG staff and project contractors to engage with landholders as necessary.

3.2 Liaise with Seqwater and other relevant stakeholders to ensure the efficient and effective delivery of Source Protection projects.

## **4.0 Administration**

4.1 Maintain quality records of projects on the LBCCG server including project plans, photos and reports that can be readily accessed by all staff.

4.2 Ensure relevant incoming invoices are paid correctly and on time (through the Office Manager or Manager).

4.3 Maintain a clean and safe workspace.

4.4 Adhere to LBCCG Policies & Procedures.

4.5 Ensure contractors and volunteers are aware of and comply with relevant LBCCG Work Health & Safety requirements and Policies.

## **REQUIREMENTS**

- A tertiary qualification in natural resource management, agricultural science or related field and at least three years relevant experience; OR at least five years relevant technical experience in natural resource management or primary production (experience is highly regarded)
- Demonstrated experience working with primary producers and an understanding of sub-tropical agriculture/animal production
- The ability to apply a process-based approach to develop and implement on-ground projects (prioritisation of tasks and ability to multi-task)
- The ability to build strong partnerships and collaborate with stakeholders (particularly rural landholders) and the community
- Excellent time management skills
- Strong oral and written communication skills
- High-level problem-solving skills
- Proficiency in Microsoft Office Suite including Word, Excel and PowerPoint
- Practical proficiency in ArcGIS Pro or other GIS-based mapping software
- Manual Class C driver's licence.

## **PERFORMANCE GOALS**

- Assist with timely delivery of project plans.
  - Provide leadership in project teams.
  - Demonstrate attention to detail.
  - Deliver projects safely, on time and on budget.
  - Provide concise, clear reports to monthly Management Committee meetings.
  - Ensure the LBCCG reputation is upheld.
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