Position Description
NRM Coastal Conservation Officer

Council Strategic Vision
Balancing our progress with our heritage, we lead in coastal management to deliver high-quality public spaces and services to build a welcoming, safe and active community where resident, visitor and business prosperity meet.

Our Culture
A place that proudly delivers great things.
Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values
ARISE: Achievement, Respect, Innovation, Simplicity, Engagement
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<th><strong>TITLE:</strong></th>
<th>NRM Coastal Conservation Officer</th>
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<tr>
<td><strong>LEVEL:</strong></td>
<td>Level 5</td>
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**POSITION OBJECTIVE:**
Funded by the Adelaide and Mount Lofty Ranges Natural Resources Management Board (AMLR NRMB), this position is responsible for addressing coast and management issues along the Adelaide metropolitan coastline, and promoting the effective stewardship of the region’s natural resources. This will include implementing Coastal Action Plans.

1. **REPORTING RELATIONSHIPS**
   - This position reports to the Team Leader Environment & Coast.
   - There are no staff reporting to this position.
   - Coordinate volunteers and contractors working on projects/initiatives within area of responsibility.

2. **KEY PERFORMANCE INDICATORS**
   - Implementation of NRM strategic priorities for the coast, and marine environments, in particular those within the Metropolitan Adelaide & Northern Coastal Action Plan (MANCAP).
   - Delivery of agreed projects within the scope of the MANCAP and the NR AMLR Coast and Marine Program.
   - Support community groups and local councils in the implementation of NRM related coastal, estuarine and marine on-ground works projects.
   - Identification of new and future coastal management issues and relevant actions to address them.
   - In consultation with relevant stakeholders, establish timeframes for implementation of Coastal Action Plans, work plans and actions, and inspection of completed works.
   - Annual PDR process implemented with measurable goals and an effective personal development plan aligned to role requirements.

3. **POSITION DETAILS**

**PEOPLE & CULTURE**
   - Provide high quality multifunctional customer service to the City of Holdfast Bay’s external and internal customers, in accordance with Council’s Business Plan, Code of Conduct, Policies and Strategies.
   - Foster and lead effective communication and information exchange between the NRM Board, key stakeholders, local councils, coastal groups (e.g. Coastcare groups) and other community groups by:
     - Providing relevant information as required, including information regarding funding, insurance, training opportunities, etc.
     - Leading the delivery of capacity building and awareness raising activities with respect to coast and marine issues.
     - Identifying local opportunities for, and contributing to, community education and awareness activities such as field days, fact sheets, media articles and presentations in relation to coast and marine management.
   - Develop strong, value-adding working relationships with key stakeholders, including relevant internal staff, and State and Local Government agencies.
- Work collaboratively with state, local government, industry and community partners to promote effective stewardship of the region’s natural resources.
- Facilitate and proactively build greater collaboration between stakeholders and coordination of coast, and marine project management across the allocated coastal area.
- Ensure that the AMLR NRMB and City of Holdfast Bay are represented in a professional and cooperative manner when dealing with the community, industry groups and key stakeholders.
- Liaise with the Board’s Seascapes Program, Community Group Action, Land Management Program staff, and other appropriate staff, to coordinate relevant actions across the region.
- Implement NRM strategic priorities for the coast, and marine environments, in particular those within the MANCAP.
- Pro-actively develop and maintain respectful and positive relationships both internally and with customers and volunteers.
- Actively participate and maintain a customer focused culture.

**SYSTEMS & PROCESSES**

- Engage community coastal groups and other stakeholders in the regional investment processes.
- Develop and lead relevant projects, including undertaking funding submissions.
- Identify new and future coast and management issues and relevant actions to address them.
- Assist with implementation of Coastal Action Plans actions by providing advice on prioritisation of on-ground actions, appropriate techniques and methodologies, estimating costs and establishing timeframes for implementation of the Plans to Councils, the NR AMLR Coastal Projects Officer and other stakeholders.
- Proactively promote awareness, understanding and implementation of Coastal Action Plans.
- Source, engage and manage contractors to undertake approved on-ground works, including development of work orders and monitoring of works undertaken.
- Manage and undertake projects within the scope of Coastal Action Plans and the NR AMLR Coast and Marine Program.
- Assist with the implementation of the City of Holdfast Bay strategic actions and plans.
- Actively seek and suggest ways to improve work practices and outcomes.

**QUALITY & COST**

- Assist with budget management and monitoring strategies.
- Deliver quality outcomes on time and on-budget.
- Deliver targeted education and behaviour change to residents, schools and community groups.
- Implement, monitor and review on-going evaluation processes for projects.
- Contribute to the monitoring, evaluation and reporting framework of the Board by collecting and compiling data and reports to monitor resource condition information within Coast Action Plan Management “cells”.
- Contribute to the continuous improvement of the AMLR NRMB Coast, and Marine Program (CMP), undertake research and manage projects within the scope of the Coastal Action Plan or CMP.
- Undertake research and manage projects as required.

**DEVELOPMENT**

- Pro-actively participate in the Professional Development & Review (PDR) process and provide suggestions on how individual capabilities can be expanded as they relate to the role.
- Actively listen to the needs, concepts and ideas of peers, the community and customers.
### PERSONAL CRITERIA

#### Qualifications
- A qualification in Natural Resource Management, Environmental Science, Marine Ecology or similar – highly desirable
- Holds an unencumbered Australian drivers licence - essential

#### Experience & Knowledge
- Sound knowledge of the principles of ecosystem based management, ecologically sustainable development, adaptive management and marine, coastal and estuarine management principles and practices – essential.
- Knowledge of the legislation and issues affecting natural resource management across the Adelaide and Mt Lofty Ranges region, particularly as they relate to marine, coastal, estuarine and environments - essential.
- Broad knowledge of the role and function of the Adelaide and Mount Lofty Ranges Natural Resources Management Board and Local Government.
- Broad experience in successfully evaluating relevant coast and marine issues and providing advice in relation to ecosystem based management in the marine, coastal and estuarine environment - essential.
- A sound understanding of project management principles, and demonstrated experience in managing and delivering projects.
- Knowledge of adult and/or community education and behavioural change principles.
- Experience in developing and presenting information to internal and external stakeholders.
- Experience in developing, implementing and reviewing policies, strategies and programs.
- Experience in developing, monitoring and reporting against performance indicators and targets.
- Proficient in the use of Microsoft Office and experience in using corporate digital applications – essential.
- Experience with the Technology 1 suite of applications – desirable.

#### Personal Capabilities
- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – essential.
- Advanced verbal and written communication skills with the ability to negotiate, influence, motivate and educate individuals – essential.
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment
- Ability to share information and expertise freely.
5. **WORK HEALTH & SAFETY RESPONSIBILITIES**

- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures and management systems.
- Support and use appropriate consultative structures.

6. **SPECIAL CONDITIONS**

- Some out of hours work may be required including attendance at official meetings after hours.
- This position is funded by the Adelaide and Mount Lofty Ranges Natural Resources Management Board.

7. **OUR VALUES**

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Accept Responsibility** – Take responsibility and deliver on our promises.
- **Relationship Driven** – Build positive relationships.
- **Innovate & Change** – Lead change and embrace new ideas.
- **Strategic Focussed** – Create and communicate a clear vision.
- **Empower Others** – Support people to be their best.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

8. **ACKNOWLEDGEMENT**

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