

## Guide to Applicants



NQ Dry Tropics is seeking a **NRM Project Manager** for a permanent full time position based in Townsville.

We are searching for a **passionate and motivated** Project Manager to join our Sustainable Agriculture team. This position will provide direction and support to project teams, ensuring projects are delivered within scope, on time, and within budget.

The successful candidate will oversee complex natural resource management projects, ensuring alignment with strategic objectives and organisational goals. This role involves comprehensive project planning, resource management, risk management, and stakeholder engagement, with a strong emphasis on leadership and oversight.

### Requirements for the Role:

- Tertiary qualifications in Project Management, Ecological Science, Agricultural Science, Natural Resource Management, Environmental Science, Social Science or equivalent relevant work experience and vocational or industry education/training.
- Demonstrated experience in comprehensive project management (PMP, PRINCE2, or equivalent) within the natural resource management sector.

### Selection Criteria:

1. **Project Management Skills:** Proven ability to develop, implement, and manage complex projects, including planning, resource allocation, budgeting, milestone tracking, risk management, compliance with regulations, and stakeholder reporting.
2. **Team Collaboration and Interpersonal Skills:** Strong ability to work effectively within an interdisciplinary team, fostering collaboration and communication, with excellent interpersonal skills to engage with stakeholders, investors, and team members.
3. **Technical Knowledge and Analytical Skills:** Deep understanding of environmental regulations, sustainability practices, and natural resource management principles, with strong analytical skills to monitor project progress, evaluate outcomes, and make data-driven decisions.
4. **Adaptability and Problem-Solving Ability:** Demonstrated ability to adapt to changing project requirements and environments, with effective problem-solving skills to address challenges, mitigate risks, and make informed decisions under pressure.

## How to Apply

Your application for this position will need to include:

- a covering letter introducing yourself and why you are a suitable candidate for this position (show your personality);
- a document clearly outlining how your skills and experience address the selection criteria; and
- a current resume with two recent referees.

***Applicants who do not include all of the above in their application will not be considered.***

Applications should be sent to [careers@nqdrytropics.com.au](mailto:careers@nqdrytropics.com.au) or PO Box 1466, Townsville, Qld, 4810.

If you have any further enquiries in regards to this position please contact Rob Hunt on 07 4799 3500 or via email on [careers@nqdrytropics.com.au](mailto:careers@nqdrytropics.com.au).

**Applications close at 5pm on Monday 4 November 2024.**

# Position Description

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<b>Position Title:</b>	<b>NRM Project Manager</b>
<b>Location:</b>	Townsville
<b>Reports To:</b>	<b>Program Manager — Sustainable Agriculture</b>
<b>Supervisory Responsibilities:</b>	N/A
<b>Tenure:</b>	Full time Permanent Position
<b>Base Salary Range:</b>	Band 4 - \$99,616.25 to \$116,536.92

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## Position Summary:

The successful candidate will oversee complex natural resource management projects, ensuring alignment with strategic objectives and organisational goals. This role involves comprehensive project planning, resource management, risk management, and stakeholder engagement, with a strong emphasis on leadership and oversight. You will provide direction and support to project teams, ensuring projects are delivered within scope, on time, and within budget.

## Duties & Responsibilities:

- Responsibility for planning, implementing, managing and reporting on NQ Dry Tropics projects:
  - **Project Planning and Strategy:** Develop and oversee project plans, ensuring alignment with organisational goals and strategic objectives. Establish and manage project governance structures, roles, and responsibilities. Conduct risk assessments and develop comprehensive mitigation strategies.
  - **Leadership and Team Management:** Collaborate with functional Team Leaders and provide leadership and direction to project teams, ensuring clarity of roles and responsibilities. Support team members, fostering a collaborative and high-performance work environment. Allocate and manage resources efficiently to optimise project outcomes.
  - **Project Execution and Oversight:** Lead and coordinate the execution of project plans, ensuring all tasks and milestones are met. Monitor and control project progress using organisational tools and procedures, making adjustments as necessary to stay on track. Implement quality assurance and control measures to ensure project deliverables meet required standards.
  - **Financial and Resource Management:** Develop and manage project budgets, ensuring financial controls are in place. Monitor and control project expenditures, identifying cost efficiencies. Ensure optimal allocation and utilisation of human and material resources.
  - **Stakeholder Engagement and Communication:** Build and maintain strong relationships with stakeholders, including clients, team members, and external partners. Facilitate regular stakeholder meetings, providing clear and transparent updates on project status. Manage stakeholder expectations and address concerns promptly.
  - **Risk and Issue Management:** Identify, assess, and manage project risks, developing and implementing mitigation strategies. Maintain a risk register and update it regularly, ensuring all risks are documented and tracked. Communicate risks and issues to stakeholders, providing recommendations for resolution.
  - **Reporting and Documentation:** Prepare and present detailed project status reports and investor reports. Maintain comprehensive project documentation, including plans, schedules, and correspondence. Ensure all project records are accurate, up to date, and accessible.
  - **Compliance and Ethical Standards:** Ensure all project activities comply with relevant laws, regulations, and environmental standards. Promote ethical practices and sustainability in all project activities. Stay updated on regulatory changes and incorporate them into project planning and

execution.

- **Continuous Improvement:** Stay updated with industry trends, best practices, and emerging technologies in project management. Participate in professional development opportunities and training. Contribute to the development and improvement of project management methodologies and processes within the organisation.
- Working as a part of an interdisciplinary team to contribute to the development and implementation of integrated program-based strategies and projects, and perform duties as required.
- Adhere to all organisational policies, procedures and guidelines.

### Requirements for the Role:

1. Tertiary qualifications in Project Management, Ecological Science, Agricultural Science, Natural Resource Management, Environmental Science, Social Science or equivalent relevant work experience and vocational or industry education/training.
2. Demonstrated experience in comprehensive project management (PMP, PRINCE2, or equivalent) within the natural resource management sector.
3. 'C' class driver's licence and ability to travel within the Burdekin Dry Tropics region. This will necessitate travel outside standard hours with nights away from home.

### Selection Criteria:

1. **Project Management Skills:** Proven ability to develop, implement, and manage complex projects, including planning, resource allocation, budgeting, milestone tracking, risk management, compliance with regulations, and stakeholder reporting.
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### Authorities:

The authority vested in this position is limited to that specified within the Delegations Register.

<b>Acknowledgement</b>		
	<b>Employee</b>	<b>Manager</b>
<b>Signature:</b>		
<b>Name:</b>		
<b>Position:</b>	Project Manager	Program Manager — Sustainable Agriculture
<b>Date:</b>		