

Position Description



Southern Gulf
NRM

POSITION TITLE:	Program Assistant (Indigenous Identified)
TENURE:	Full Time 12-month Traineeship
LOCATION:	Mount Isa, Queensland
SALARY RANGE:	Junior salary rates apply plus package benefits
REPORTS TO:	Business Manager

SOUTHERN GULF NRM

Southern Gulf NRM is a not-for-profit community-based company responsible for planning and implementation of sustainable Natural Resource Management (NRM) in the southern Gulf of Carpentaria region of North West Queensland.

The Southern Gulf region covers 215,000 square kilometres and comprises the catchments of the Flinders-Cloncurry, Leichhardt, Gregory-Nicholson Rivers, Settlement Creek and Mornington Inlet, and the Wellesley Islands.

Programs are delivered collaboratively with a range of stakeholders including all levels of government, industry groups, Traditional Owners, and conservation groups.

Southern Gulf NRM is governed by a Board of Directors under the provisions of the *Corporations Act 2001* and the Constitution of Southern Gulf NRM Ltd.

For more information about Southern Gulf NRM visit www.southerngulf.com.au

PURPOSE OF POSITION

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s105 of the Anti-Discrimination Act 1991 (Qld). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.

The Program Assistant will assist project and business management staff in the delivery of NRM programs and projects and to support the efficient functioning of the organisation. The incumbent will undertake on-the-job and formal training and development activities with the aim of building knowledge and skills relevant to a future career.

KEY DUTIES AND ACCOUNTABILITIES

- Assist the Business Manager, CEO and project staff with administrative tasks such as answering telephone calls, data entry, records management, photocopying, office management, and vehicle maintenance and management.
- Assist project officers in the organisation and delivery of field days, workshops, meetings and similar activities.
- Assist project officers with field work, including weed management, fire management, biodiversity projects, and grazing land management projects.

- Contribute to the success of Southern Gulf NRM team through positive and flexible contributions to the management and administration of the organisation.

SELECTION CRITERIA

Appointment to the position will be based on the following selection criteria.

1. Successful completion of the Queensland Certificate of Education (Grade 12).
2. Demonstrated interest, knowledge and understanding of natural resource management or related topics and a desire for a career in the field.
3. Good oral and written communication skills.
4. Good teamwork skills.
5. Knowledge and skills in the use of computers for business purposes, or a demonstrated ability to quickly learn these skills.
6. Ability and willingness to travel widely within the region, including overnight stays away from home.
7. Initiative and a personal commitment to performing work to a high standard.
8. A willingness to commit to and complete any training required for the role.

ADDITIONAL FACTORS

This position is established to assist with efficient project delivery and administration but also to provide an opportunity for suitable Aboriginal and or Torres Strait Islander person to commence a career in Natural Resource Management. The day to day duties of the role will depend on organisational priorities.

Training needs and interests will be discussed with the successful applicant to achieve formal certificate-level training. We encourage Aboriginal & Torres Strait Islander school leavers.

GENERAL CONDITIONS OF EMPLOYMENT

This is a full-time position (38 hours per week) but alternative arrangements could be negotiated. Flexible work options may be available.

The position is employed under the Southern Gulf NRM standard terms and conditions of employment.

Rent assistance

Rent assistance of up to \$5,200 per annum (pro-rata) may be available to employees of Southern Gulf NRM under the relevant policy.

Relocation Assistance

Full or partial reimbursement of reasonable relocation expenses is available by agreement.

Leave

Five (5) weeks annual leave with 17.5% loading is available pro-rata. Up to 10 days study leave and negotiated financial assistance for approved relevant study pro-rata. Other leave provisions are detailed in Southern Gulf NRM *Employee Policy Manual*.

Superannuation

Payment of an amount equivalent to 9.5% of the employee's salary to an eligible fund of the employee's choice.

Vehicle

A vehicle will be available for work use when required.

Location

The position will be located in the Southern Gulf NRM office at Mount Isa. From time to time, the role will require travel to sites elsewhere in the Southern Gulf NRM region and may include multiple nights away from home. Travel within the region is by car, often involving trips of multiple hours. From time to time after hours travel will be necessary.

Private Practice/Conflict of Interest

The successful applicant will not be permitted to engage in any trade, profession or business, which would be in conflict with the duties of his/her office. Potential employees must declare conflicts of interest prior to commencement and if any arises during the course of employment.

Smoking

Southern Gulf NRM provides a smoke free work environment.

Driver's License

A current Provisional or Open (manual) Driver's license is essential to this position. If the preferred applicant possess' a Learner license and has a minimum of 70 logbook hours, Southern Gulf NRM is willing to support driver education with the aim of the applicant achieving a Provisional license within four (4) months of commencement.

Occupational Health and Safety

Southern Gulf NRM is committed to Workplace Health and Safety and strictly enforces its policy to ensure protection of staff, equipment and third parties. This policy must be adhered to by all employees. It will be a requirement of employment that the employee be conversant with and adhere to the Workplace Health and Safety Policy.

Equal Opportunity

Southern Gulf NRM is an equal opportunity employer.

To apply for the position, you must submit:

1. Your *curriculum vitae* (3 pages maximum)
2. A covering letter addressing the selection criteria (3 pages maximum)
3. The names and contact details of at least three (3) referees, one of which is a cultural reference.

Closing date is 5pm, Sunday 31 March 2019. Applications for this position should be marked "**Private and Confidential**" and be emailed to ceo@southerngulf.com.au or posted to:

**Chief Executive Officer
Southern Gulf NRM Ltd
PO Box 2211
Mount Isa Qld 4825**

For further information regarding this position, please contact Maree Berlin by phone during office hours (07) 4743 1888 or by email at finance@southerngulf.com.au.