

SCHEDULE A

POSITION DESCRIPTION

Position Role:	Project Officer – Healthy Rivers to Reef Partnership
Location:	Mackay / Proserpine / Airlie Beach
Reports to:	Executive Officer – Healthy Rivers to Reef Partnership

The position is responsible for the following activities:

- Delivery of projects that contribute to data used in the Partnership's Report Card or other publications and research initiatives, as determined by the Partnership.
- Coordination of monitoring and/or field program/s (inc. marine) that contribute to the wider Partnership program and goals.
- Providing technical support to the Lead Technical Officer when required, in developing Partnership Reports and publications.
- Project budgets and milestone reports, ensuring project outputs and outcomes meet project deliverables, with support from the Executive Officer and Reef Catchments Corporate Shared Services.
- Reports directly to the Executive Officer and Chair of the Partnership, and indirectly to the Program Manager and Chief Executive Officer of Reef Catchments as the host organisation.
- Working harmoniously in a team environment and autonomously.
- Conform to all Reef Catchments policies, procedures and operation processes.
- Work towards and support a safe, equitable and harassment free workplace.
- Some overnight travel will be required as part of this role (including, but not limited to, Brisbane, Cairns, Townsville and/or Mackay/Proserpine).

Key Result Areas/Accountabilities for the position:

Project management (60%)

- Manage projects that contribute to data used in the Report Card, Partnership publications, or other research initiatives, including managing project budgets and completing milestone reports.
- Coordination of monitoring and/or field program/s (inc. marine) that contribute to the wider Partnership program and goals, including development of scope of works and contracts for external stakeholders and researchers, supported by the Executive Officer and Lead Technical Officer, where required.
- Lead or assist with other project work as required and supported by the Partnership.
- Assist with developing agendas and taking minutes for Partnership, Management Committee, and other meetings as required.
- Any other duties related to the delivery of projects as directed by the Partnership.

Providing technical support (20%)

- Assist the Lead Technical Officer and Communications Officer in developing, collating, synthesising and disseminating technical and scientific information that contributes to the annual Report Card and other Partnership publications, including data visualisation.
- Assist in the coordination and implementation of a data management and report card results automation system.
- Utilise relevant technical programs and software as required e.g. Envirosys, R-Script, Tableau and/or Arc GIS Pro.
- Work closely with the Partnership's Technical Working Group and the Reef Plan Independent Science Panel to ensure scientific validity of the reporting framework.

Community engagement (20%)

- Assist in communicating the program and its outcomes to technical and non-technical audiences, as per the Partnership's communication and engagement strategy.

Required Skills:

- Tertiary qualification in a relevant discipline (Marine / Aquatic Science, Science, Environmental Management, Data Science or similar).
- 2-5 years professional experience, in a related field.
- Strong and demonstrated project management skills, with the ability to coordinate a range of programs involving multiple stakeholders (including marine and waterway field work, scheduling, and project administration and reporting).
- Excellent organisational skills, with the ability to manage multiple priorities and meet deadlines.
- Strong data / science communication skills and a familiarity and interest in data visualisation tools e.g. Tableau.
- Experience in data management and Data Management Systems.
- Experience in spatial mapping and associated programs (e.g. ArcGIS Pro) is highly regarded.
- Strong ability to work both independently and as part of a motivated team; demonstrated experience collaborating with a range of diverse stakeholders.
- Ability to proactively facilitate science / community engagement and to work collaboratively with a range of Partners including schools, students, and our region's Traditional Owners.
- Current driver's licence.