

PRINCIPAL PROJECT OFFICER

Position Description
Flourishing Together



Reporting to	Project Lead
Team	Professional Services
Direct Reports	Nil
Location	St George / Roma / Charleville / Cunnamulla

About this Role

Summary

The Principal Project Officer applies professional knowledge in Natural Resource Management or similar to undertake programs of work under guidance from the Projects Lead. The incumbent will work closely with the Projects Leads in the delivery of contracts and with Project Officers using a wide variety of skillsets to deliver on project outcomes. The incumbent will also provide feedback and technical advice to the Projects Lead and contribute to the development of new programs of work.

Key Responsibilities

- Undertaking work programs for the delivery of professional services under the general supervision of Project Leads and working with other Project Officers and contractors, in line with project requirements and resources.
- Assist with the delivery of training to other staff and contractors within the limitations of the incumbent's own skills and experience.
- Ensuring programs are implemented in accordance with approved plans and are executed in accordance with company and customer requirements.
- Participating in program development and planning with Project Leads, the Communications and Events Lead and Programs Managers.
- Contributing to the development, review and implementation of company policies and procedures as they pertain to the delivery of professional services.
- Anticipating, responding to, and mitigating risks to successful program/project delivery, and supporting the development of operational risk registers.
- Participating in project level budgeting processes for programs of work.
- Provide guidance to Project Officers and maintain quality assurance in project processes and on-ground operations.

Key Requirements

Qualifications and Skills

- Tertiary qualifications in Natural Resource Management or other relevant field with experience in a similar role, or a combination of knowledge, skills, and experience sufficient to perform the role.
- Demonstrated skills in working with landholders, contractors and various stakeholders to achieve company and customer objectives.
- Demonstrated experience in supporting the implementation of monitoring and evaluation programs, including data collection and reporting to demonstrate outcomes delivered.
- Good written and oral communication skills, including the ability to communicate with influence, to a diverse client base including landholders, industry groups, Government and contractors.
- Demonstrated aptitude in operating a computer and using the Microsoft 365 suite and project management systems to deliver and report on work outcomes.

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- Strong attention to detail with demonstrated accuracy and timeliness.
- An ability to proactively manage competing priorities to meet deadlines.
- Strong interpersonal skills and ability to work with team members across the organisation to achieve positive business outcomes.
- Proven track record of displaying a growth mindset in previous roles, with examples of facing challenges, embracing learning opportunities, and continuous improvement.
- Demonstrate an ability to role model the capabilities in the [NRM Leadership Framework](#).

All Southern Queensland Landscapes employees are required to:

- Ensure you are aware of and adhere to all company policies and procedures, your contract of employment, and relevant legislation including but not limited to the *Work Health and Safety Act 2011 (Qld)*.
- Demonstrate due diligence and commitment to work health and safety (WHS) through active involvement and implementation of the company's WHS policies and procedures.
- Undertake any lawful and reasonable duties as requested by Southern Queensland Landscapes, including working across teams and across locations.
- Undertake regular reviews of your processes, the processes within your work team, and across the business, to identify and action continuous improvement opportunities.
- Participate in professional development opportunities as required to develop skills.
- Attend work outside of normal work hours as reasonably required.
- Undertake any mandatory training within a reasonable timeframe.
- Maintain a current driver's licence.
- Be willing to undertake travel, including overnight stays around the region, as reasonably required.

About Us

At Southern Queensland Landscapes we coordinate, connect, and engage with land managers, community groups, First Nations people and others to learn from each other and work collaboratively and to ensure flourishing landscapes and healthy communities.

Our purpose: To improve the lives of people in regional communities now and for the future.

Our guiding philosophy: Flourishing Landscapes

Our vision: Communities united by sustainable practices, enabled by science and technology, and supported by First Nations' knowledge, to improve life on Earth.

Our values:

- Demonstrating empathy
- Taking responsible action
- Being credible
- Building community
- Thinking future impact

Our success: Is measured by the following metrics that are outlined in our Strategic Plan:

- Financial
- Customer/Market
- Process
- People