

PROJECT OFFICER

Position Description



Reporting to	Projects Lead
Team	Program Delivery
Direct Reports	Nil
Location	Any Southern Qld Landscapes office location

About this Role

Summary

The Project Officer role works closely with Project Leads and team colleagues to deliver projects aligned to the Strategic Plan. The role requires an understanding of project management and stakeholder engagement principles, ideally within regional communities. Working under general supervision with only limited instruction, Project Officers will bring a commercial understanding to the delivery of on-ground project work through contractors, land manager partnerships and other community stakeholders that facilitate positive and sustainable transformation of agricultural practices and environmental stewardship.

Key Responsibilities

- Independently and as a team member deliver developed sustainable agriculture and natural resource management programs, on time and to budget using the designated business project management system.
- With the support of the Project Leads, deliver project reports, including funding acquittals.
- Conduct farm and other site visits to assess land manager constraints and opportunities and alignment of proposed activities to program outcomes and deliverables.
- Achieve on-farm adoption of practice change through support for land management changes, including negotiating co-contribution agreements with a demonstrated commercial mindset .
- Organise and facilitate extension activities such as workshops and field days, and support the knowledge transfer and media output (communication) aspects of programs.
- Collect and analyse data, and document project activity outcomes.
- Collaborate with diverse stakeholders, including farmers, researchers, community groups, First Nations and aligned industry partners.
- Support Project Leads in the development phase of programs and the Business Development function.
- Embrace and model the behaviours and culture of a high-performance team.

Key Requirements

- Relevant certificate or tertiary qualifications in Business, Agricultural or Environmental Science or other relevant field.
- Demonstrated strong knowledge of Australian farming systems and commitment to sustainable agriculture and natural resource management.
- Competency in project management, including budget acquittal and reporting, high level proficiency in computing skills and data management.

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- Technical experience across environmental, agricultural or adjacent sectors.
- Strong communication and interpersonal skills with a demonstrated ability to work collaboratively.

Our Shared Commitment

At Southern Queensland Landscapes, we value a safe, respectful, and high-performing workplace. As part of our team, you'll be required to:

- Uphold the organisations values and act with integrity, professionalism, and respect in all interactions with colleagues, stakeholders, and the community.
- Follow all company policies and procedures, your employment contract, and relevant legislation.
- Actively contribute to a safe work environment by applying our workplace health and safety (WHS) policies, demonstrating due diligence, commitment and care.
- Respect confidentiality and privacy requirements when handling sensitive information, in accordance with relevant privacy laws, policies and procedures.
- Be adaptable and undertake any reasonable duties across our teams and locations, supporting Southern Queensland Landscapes' broader strategic objectives.
- Seek and support continuous improvement by regularly reflecting on how we do things - individually, as a team, and across the business. Embrace our continual learning culture by participating in training and professional development that enhances your skills and impact. Be prepared to work outside of normal hours on occasion to meet project or organisational requirements.
- Undertake any mandatory training within a reasonable timeframe.
- Hold and maintain a valid driver's licence.
- Be willing to travel, including overnight stays, 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 to ensure flourishing landscapes and healthy communities.

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

Our Strategic Intent: To deliver sustainable environmental outcomes that improve the lives of people in regional communities now and for the future.

Our values:

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