PROJECT OFFICER

Position Description

Flourishing Together

Reporting to	Projects Lead
Team	Professional Services
Direct Reports	Nil
Location	Any SQL Location

About this Role

Summary

The Project Officer is fully competent and technically experienced, capable of working autonomously with general supervision to fulfill the below key responsibilities. The Project Officer is part of a team specialising in the delivery of sustainable agriculture and natural resource management outcomes for a range of customers. The incumbent is responsible for establishing and maintaining effective relationships with the land managers, contractors and key stakeholders involved in the scope of works they coordinate.

Key Responsibilities

- Coordinate a project targeting sustainable agriculture and natural resource management outcomes
- Develop and manage the operational workplan and budget for a project
- Communicate value propositions and assess expressions of interest from land managers
- Negotiate and manage works agreements with land managers and contractors
- Monitor and report on project achievements against contracted milestones and targets
- Collect and analyse project data to inform reporting and adaptive management
- Plan and implement targeted extension and adoption activities including workshops and field days
- Collaborate with project stakeholders, including researchers, community and industry partners
- Contribute to the continuous improvement of project delivery systems and processes.

Key Requirements Qualifications and Skills

- Excellent project management and organisational skills
- Strong knowledge of Australian farming systems, challenges, and technologies
- Strong communication and interpersonal skills
- High-level proficiency in computing skills, including data management and reporting
- Ability to work collaboratively within the team, agricultural landholders and stakeholders
- Relevant certificate or tertiary qualification in Agricultural Science, Agribusiness, Environmental Science, or a related field
- Current driver's license and ability to travel within the region.

Desired Attributes

- Proactive and business-minded attitude
- Strong interest in sustainable agriculture and natural resource management
- Ability to work independently and as part of a team

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All Southern Queensland Landscapes employees are required to:

- Ensure awareness of and adherence to all company policies and procedures, 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.
- 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

Southern Queensland Landscapes is a community-driven, not-for-profit, natural resource management organisation. We are a team of dedicated project management professionals with a wealth of science-based knowledge and experience in sustainable agriculture, soil, water, biodiversity, planning and community engagement.

We partner with land managers, community organisations, First Nations groups, industry and Government to deliver sustainable, productive and profitable environmental and agricultural solutions across Southern Queensland.

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