



## Position Description

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### POSITION DETAILS

<b>Title:</b>	FPRH Project Officer
<b>Status:</b>	Full Time
<b>Salary rate:</b>	Class 3 - 4
<b>Salary:</b>	\$58,837 - \$72,849
<b>Location:</b>	Rockhampton
<b>Reports to:</b>	FPRH Executive Officer
<b>Last Updated:</b>	September 2022

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### About FBA

Fitzroy Basin Association Ltd. (FBA) is Central Queensland's leading Natural Resource Management organisation. FBA strives to protect the region's ecosystems, wetlands, plants and animals; improve land condition and management practices; and ensure healthy waterways flowing to the reef.

We are the people shaping the environment of the future.

We work closely with local people.

We deliver solutions for a healthy environment.

We build a better regional future.

FBA works across an area more than 156,000 km<sup>2</sup> in size extending from Nebo in the north to Injune in the south, and west to the Drummond Range. As well as the catchments of the Fitzroy River, we cover adjacent coastal waterways and the Boyne and Calliope Rivers.

FBA coordinates work to achieve natural resource management targets set out in the regional plan, developed in consultation with the wider community. FBA is an equal opportunity employer.

FBA currently hosts the **Fitzroy Partnership for River Health (FPRH)** initiative and acts as the formal governing body to collaboratively develop and implement integrated waterway monitoring and reporting for the Fitzroy Basin.

### Purpose of the Position

The FPRH Project Officer is responsible for providing project support to FPRH to deliver on Report Card and Partnership initiatives.

### Roles and Primary Duties

The FPRH Project Officer is accountable for:

- Developing, synthesising and disseminating technical and scientific information that contributes to the annual waterway report card and other FPRH projects;
- Working closely with the FPRH Independent Science Panel to support the FPRH Science program;
- With the FPRH team, facilitating program design changes to ensure scientific validity of the reporting framework;
- Synthesising complex science into suitable formats for non-technical audiences;

- Maintaining technical working documents, including assisting the Executive and Science Coordinator with developing agendas and taking minutes for Partnership, Management Committee and other meetings as required;
- The production of publications, reports and/or presentations;
- Collaborating with partners for community education, action and awareness of FPRH;
- Attend community events, schools and other opportunities to enhance engagement in water watch activities;
- Undertaking work in a manner that complies with FBA policies, procedures and values; and
- Supporting the corporate strategy and vision of FBA and FPRH.

### **Key Performance Areas**

Success is measured against key performance indicators in the areas of:

- Data analysis
- Reporting
- Scientific skills and knowledge
- Positive contribution to organisational culture

### **Qualifications and Experience**

#### *Essential*

- Project management experience - ability to tend to multiple smaller projects whilst processing data and developing the Report Card (flagship product)
- Statistical skills and experience in analysing large datasets and synthesising complex scientific results (knowledge of the program 'R' highly valued)
- Demonstrated initiative, problem solving ability and ability to multitask.
- Science Communication with a range of audiences
- Familiarity with ecosystem, or economic modelling and Geographic Information Systems (GIS).

#### *Desirable*

- Tertiary qualification in a related science field is desirable.
- Some experience with or the willingness to learn WordPress webpage support.
- Exposure to basic competence in coding languages (PHP, JavaScript, CSS, HTML).
- Confidence in solving basic IT issues (errors in data processing on data management systems)
- Knowledge of data warehousing/management (preferably MySQL).

### **Other Requirements**

- Maintain knowledge and skills through ongoing professional development.
- Demonstrated experience in Microsoft Office software.
- Strong written and verbal communication skills.
- Possession of a current Queensland Drivers Licence.
- Ability to travel and spend nights away from the home base to attend meetings, conferences, and training.
- Ability to converse with a broad range of stakeholders with mining, science, data, agriculture, oil/gas, government, and IT backgrounds.

### **Supervision**

The position reports to the FPRH Executive Officer and has no supervisory responsibility.

### **Salary, Superannuation, and other benefits**

The successful applicant will be offered a Contract of Employment consistent with the FBA Policies and Procedures and FBA salary framework.

FBA is keen to work with arrangements that suit the right person/people for the job, and to that end, are willing to negotiate part-time arrangements, including job sharing. Daily hours of work are flexible, reflecting the need for the successful applicant to work hours that suit clients.

### **Further Information**

Please contact the FPRH Executive Officer on 07 4999 2821 for more information on the position. Visit our web site at [www.fba.org.au](http://www.fba.org.au) or for further information on the organisation visit [www.riverhealth.org.au](http://www.riverhealth.org.au).

**Applying for the position**

Applicants should submit a current resume, letter of application and contact details of two recent referees through FBA's website (<http://www.fba.org.au/work-with-us/>) or by email to [hr@fba.org.au](mailto:hr@fba.org.au).

Whilst applicants are not required to answer selection criteria in their letter of application, selection for the position will be based on the successful applicant's ability to demonstrate the following selection criteria at interview. Please do not apply unless you are a permanent resident and have full working rights within Australia

**Selection Criteria**

1. Experience in project management and reporting.
2. Experience in the statistical analysis of large data sets.
3. Experience in science communication.
4. Demonstrates initiative and ability to be self-directed.
5. Works collaboratively in a multidisciplinary team.

**Closing Date: 30<sup>th</sup> October 2022**