

## POSITION DESCRIPTION

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### POSITION DETAILS

Title:	Project Officer - FPRH
Status:	Full time
Salary Classification:	Class 3-4
Salary:	\$58,837 - \$72,849
Location:	Rockhampton
Reports to:	Executive Officer - FPRH

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### About FBA

*FBA works for our central Queensland community to grow a sustainable, productive and profitable Fitzroy region.*

Initiated by a group of passionate community members over 24 years ago, Fitzroy Basin Association (FBA) is now central Queensland's leading Natural Resource Management organisation. FBA works for and alongside our regional community to grow a sustainable, productive and profitable Fitzroy region. As central Queensland's leading NRM organisation, FBA is uniquely placed geographically, strategically and operationally to deliver priority environmental and agricultural outcomes. When it comes to the environment, landholders and our local community, FBA is best placed to lead and support projects that protect the future prosperity and resilience of our land and sea.



#### PURPOSE

We are the people shaping the environment of the future.



#### VISION

Healthy and resilient natural assets.



#### LEGACY

Inspired and empowered communities who value our natural assets.

### FBA Goals

**Lead** - regional connection and collaboration

**Leverage** - knowledge, science and partnerships

**Create** - value through people and solutions

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

### Roles and Responsibilities

The Project Officer - FPRH 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 Officer and Science Project Officer 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

- 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.

### Reporting and Supervision

This position reports to the Executive Officer - FPRH and has no supervisor 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. In addition to superannuation guarantee payments, FBA offers to match voluntary superannuation contributions by employees up to an additional 3% of salary.

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 Executive Officer - FPRH 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 [pamela.jeffery@fba.org.au](mailto:pamela.jeffery@fba.org.au). While 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.

## 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.

## Working at FBA

FBA has four offices located across the Fitzroy region and is fortunate to have a team of 40 employees. At FBA all our employees are valued, integral to the success of the organisation and encouraged to generate innovative ideas and suggestions that improve all aspects of our business. You will join a team of like-minded, enthusiastic people that are passionate about natural resource management. FBA applies a flexible approach to help staff achieve a work life balance. FBA is an equal opportunity employer. Our corporate values lay the foundation for FBA's success and are embodied by our team members to achieve our strategic goals.

