



## **Position: GeoCatch Coordinator**

**Location:** Busselton

**Employment Type:** Part-time 3-4 days/week

**Salary:** \$96,307 to \$105,254 pro rata (including casual loading)

**Reports to the Geographe Catchment Council (GeoCatch) with line management through the GeoCapes District Manager Department of Water and Environmental Regulation**

### **FUNCTION & PURPOSE**

This position is responsible for providing leadership and coordination to the Geographe Catchment Council (GeoCatch) and maintaining strong partnerships with government agencies, natural resource management groups, and the broader community.

Key roles:

- Provide support to the GeoCatch board to build capacity in the board, facilitate strong communication between GeoCatch staff and members and support the implementation of the Geographe Catchment Management Strategy.
- Coordinate delivery and reporting of GeoCatch projects including ensuring meeting of contract milestones, reporting requirements and budget.
- Provide management and program support to GeoCatch Project Officers to foster a strong GeoCatch team culture and delivery of GeoCatch projects.
- Oversee GeoCatch procurement and finance with support from the GeoCatch Treasurer and Finance Officer.
- Facilitate partnerships between GeoCatch, government agencies, industry, community and other NRM organisations to manage the natural resources of the Geographe catchment.
- Seek funding and partnership opportunities to implement the Geographe Catchment Strategy and Revitalising Geographe Waterways program.
- Represent GeoCatch on external groups and events.

## **PRINCIPAL DUTIES & RESPONSIBILITIES**

The GeoCatch Coordinator is responsible for:

### **1. Geographe Catchment Council**

- 1.1 Provide strategic support to the GeoCatch Chair and board members, and facilitate board input into decision-making
- 1.2 Develop agenda for Board meetings in consultation with members and coordinate meetings
- 1.3 Provide a link between staff, stakeholders, and members
- 1.4 Provide advice and information to the Chair and members for external meetings and partnerships

### **2. Staff and Project Management**

- 2.1 Provide line management to GeoCatch staff
- 2.2 Assist staff with project delivery, oversee budgets and milestone reporting
- 2.3 Manage staff contracts, partnership agreements and funding agreements
- 2.4 Initiate project development opportunities, involving partners and board members
- 2.5 Lead GeoCatch's delivery of components of the Revitalising Geographe Waterways program
- 2.6 Undertake regular Work and Develop Planning with staff and assist with developing and managing work plans

### **3. Finance and Procurement**

- 3.1 Oversee project budgets and the GeoCatch budget in line with funding agreements with support from the GeoCatch Treasurer and Finance Officer
- 3.2 Approve incoming invoices, staff timesheets, and oversee procurement processes

### **4. Community and Stakeholder Engagement**

- 4.1 Develop and maintain effective working relationships and partnerships with GeoCatch stakeholders
- 4.3 Coordinate and implement the GeoCatch communication and consultation strategy
- 4.4 Represent GeoCatch on external stakeholder groups

### **5. Business and OHS Management**

- 5.1 Oversee implementation and review of the Geographe Catchment Management Strategy and business plans
- 5.2 Explore avenues of funding and opportunities for future projects in line with the Geographe Catchment Management Strategy
- 5.3 Coordinate a positive safety culture in the workplace/team
- 5.5 Provide advice and operational assistance for the management of Work Health and Safety

## **6. Department of Water and Environment Partnership**

6.1 Work collaboratively with DWER and the GeoCapes District office team to implement common priorities outlined in the DWER partnership agreement and Revitalising Geographie Waterways and Healthy Estuaries WA programs.

### **SELECTION CRITERIA**

- 1) **Tertiary qualifications in a relevant field and/or substantial experience in natural resource management.**
- 2) **Current C Class drivers licence.**
- 3) **Australian Residency or eligibility to legally work in Australia**
- 4) **Specialist skills, experience, and knowledge**, including:
  - Ability to prepare, analyse and communicate information and concepts including the ability to develop practical and innovative solutions to problems
  - Ability, skills and experience in project and financial management
- 5) **Personal Characteristics**, including:
  - Ability to work independently and constructively work as a member of a team.
  - Adaptability to an evolving and dynamic work environment
- 6) **Management skills, abilities and experience**, including:
  - Ability to supervise and/or mentor a multi-disciplinary team and project teams.
  - Capacity to manage contracts.
- 7) **Communication and Interpersonal skills**, including:
  - Good level of written communication skills including:
    - Ability to proof documents and edit the work of others.
  - Good level of oral communication and interpersonal skills including the ability to:
    - make public presentations
    - facilitate community understanding of issues and interact with the public, community groups and the media
    - develop and maintain partnerships and relationships with a wide range of stakeholders



## **APPLICATION DETAILS**

To apply please submit a Resume and cover letter outlining your skills and experience suited to the position (maximum of four pages) and forward to [geocatch@dwer.wa.gov.au](mailto:geocatch@dwer.wa.gov.au). Applications close 30<sup>th</sup> June 2023. For further enquiries please call Kath Lynch on 9781 0102.