

Position Description

Sustainable Agriculture Facilitator

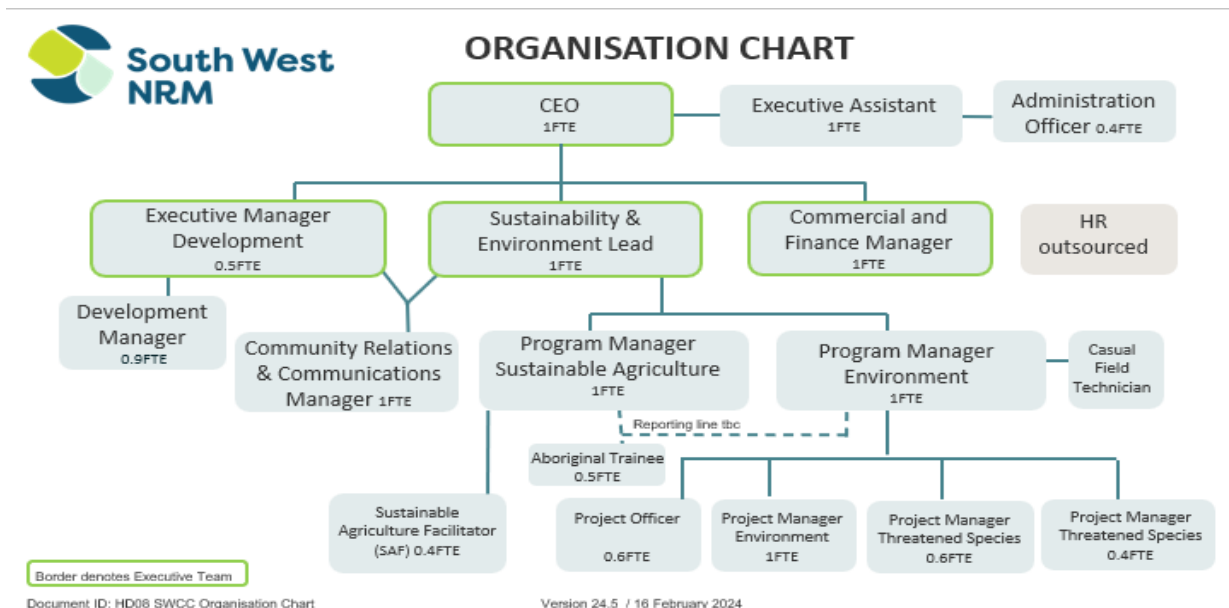
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| Job Title | Sustainable Agriculture Facilitator (SAF) |
| Classification | Part-time contract 0.4 FTE with leave entitlements, plus 11% statutory superannuation. |
| Reports to | Program Manager (Sustainable Agriculture) |
| Job Summary | The Sustainable Agriculture Facilitator (SAF) will be a central contact point for farmers, industry and community groups focused on engagement and communication to foster sustainable agriculture in the South West. |
| Delegated Authority | None |
| Financial Authority | \$1000 purchase order and \$5000 contract |
| Contract term | 4-year fixed term with option to extend |

Vision and Mission

A healthier and more productive South West environment and community, continually benefitting from game-changing environmental solutions.

- **To co-design and implement innovative solutions to environmental issues through collaboration with government, industry, social enterprises, research organisations and community groups.**
- **To recast the way people interact with the environment and increase their capacity for further improvements.**

Position Relationship



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The Sustainable Agriculture Facilitator (SAF) will contribute to fostering sustainable agriculture leadership through supporting the development of an engaged, skilled and capable farming community in the South West.

The SAF is a designated central contact point for farmers, landholders, industry, and community groups and will aim to support climate-smart, sustainable agriculture practices in South West.

| Essential Duties | |
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| 1. Primary duties | <p>1.1 Engage and inform farmers, landholders, community groups, and agriculture industries about climate-smart, sustainable agriculture practices – including best practice natural resource management, biodiversity and carbon markets, and practices that support emissions reduction and build climate resilience on-farm. This may involve sharing relevant government information, policies, programs, and tools in newsletters and social media, advising of upcoming funding opportunities and sharing relevant training opportunities.</p> <p>1.2 Facilitate partnerships and connections that will assist farmers, landholders, community groups and agriculture industries to work together to achieve sustainable agriculture outcomes. This may include connections to advisors such as Regional Soil Coordinators, Adoption Officers in the Drought Resilience Adoption and Innovation Hubs, advisors under the Carbon Farming Outreach Program, and trusted advisors working in the new and emerging carbon and biodiversity markets.</p> <p>1.3 Support the delivery of climate-smart, sustainable agriculture projects in the South West NRM region. This may include assisting with events, communication activities, and engaging with First Nations peoples and organisations.</p> <p>1.4 Review and update annually the Project Implementation Plan (PIP), which will include key activities to be delivered, risk management, stakeholder engagement, and communications plans.</p> <p>1.5 Report quarterly to the Australian Government on the delivery of the PIP.</p> <p>1.6 Attend regular teleconferences and conferences with the Australian Government to build networks and capability, and to engage with the Government on their role and emerging agriculture-related matters.</p> |

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| <p>2. Records management</p> | <p>2.1. Prepare quarterly and annual written reports to the Program Manager and summation and development of general correspondence as required.</p> <p>2.2. Collect and record relevant spatial and output data to facilitate appropriate reporting.</p> <p>2.3. Manage all corporate records, including the document control system, with guidance from the Project Manager</p> |
| <p>3. Team work, communication and relationships</p> | <p>3.1. Contribute to building a positive team by establishing and maintaining effective, supportive and cooperative working relationships.</p> <p>3.2. Support Landcare, production and NRM groups, in collaboration with management authorities and other stakeholders, with the development, funding, and implementation of projects related to South West NRM key investment and target areas, primarily sustainable farming practices.</p> <p>3.3. Develop, maintain and promote effective working relationships and partnerships with stakeholders in accordance with the South West NRM Regional NRM Strategy.</p> <p>3.4. Promote available grants and provide assistance to successful organisations with the implementation and the monitoring and evaluation of on-ground projects if required.</p> <p>3.5. Facilitate communication, collaboration and the sharing of information between community groups and other stakeholders.</p> <p>3.6. Attend a range of community meetings as required, which may include evening, overnight and weekend work.</p> |
| <p>4. Continuous Quality Improvement</p> | <p>4.1. Undertake professional development training as required.</p> <p>4.2. Display a commitment to excellence by ensuring services provided are of a high quality, professional, accurate and follow best practice or are supported by research or other information sources are referenced.</p> <p>4.3. Identify, suggest and implement organisation improvement.</p> <p>4.4. Follow South West NRM policies, procedures and Code of Conduct.</p> <p>4.5. Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work.</p> |
| <p>5. Workplace Health and Safety</p> | <p>5.1. Undertake all activities in line with WHS best practice, policies and procedures.</p> <p>5.2. Adhere to Safe Work Methods including wearing PPE as required or directed.</p> <p>5.3. Complete all documentation and reporting as required.</p> <p>5.4. Participate in WHS continuous improvement.</p> |

Qualifications, registrations or skills required

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| 6. Essential | <p>6.1. Degree, diploma or demonstrated experience in working in environmental science, agricultural science or conservation and land management .</p> <p>6.2. Willingness to engage with external stakeholders such as farmers, agricultural industry bodies, researchers, government, community groups, Aboriginal organisations, private consultants, and volunteers.</p> <p>6.3. Proven self-confidence in verbal communication and interpersonal skills.</p> <p>6.4. Written communication skills and experience with social media and other communication platforms</p> <p>6.5. Ability to work autonomously and manage own time and priorities.</p> <p>6.6. Ability to work in an ever-changing environment with a flexible 'can do' and proactive attitude.</p> <p>6.7. Demonstrated ability to problem solve and think 'out of the box.'</p> <p>6.8. Demonstrated personal drive and integrity by taking pride in own work and deliverables.</p> <p>6.9. Australian Residency or eligibility to legally work in Australia.</p> |
| Work Environment and Physical Demands | |
| 7. Environment | <p>7.1 Ability to undertake overnight travel to rural and regional community events, site visits or other project specific activities.</p> <p>7.2 On occasion you may be asked to undertake administrative based tasks from the South West NRM office or from home.</p> |
| 8. Office Location | 1 Verschuer Place Bunbury or as otherwise agreed for regional applicants. |
| 9. Hours of Work | 30 hours per fortnight, flexible where required, but otherwise between Monday-Wednesday 8.30AM-4.30PM. There is some flexibility to work from home when required. |