

Position Description

Sustainable Agriculture Facilitator

Job Title	Sustainable Agriculture Facilitator (SAF)
Classification	Full-time contract 1 FTE with leave entitlements, plus 11.5% 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 of WA.
Delegated Authority	None
Financial Authority	\$1000 purchase order and \$5000 contract
Contract term	4-year fixed term

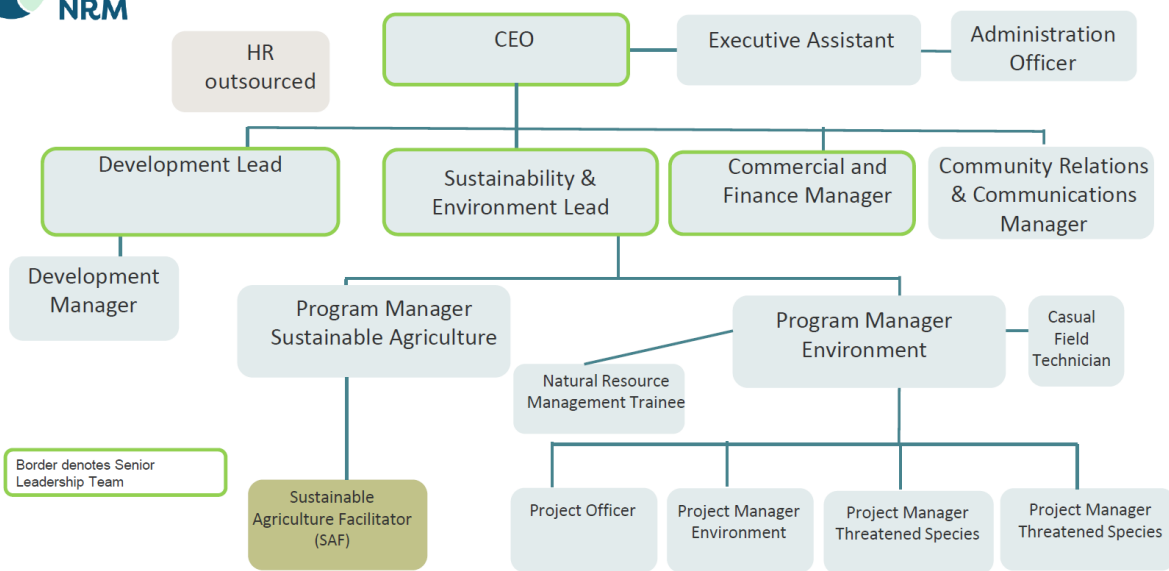
Vision and Mission
<p><i>Our Vision: A healthier and more productive South West environment and community, continually benefitting from game-changing environmental solutions.</i></p> <p><i>Our Mission:</i></p> <ul style="list-style-type: none"> ➤ To co-design and implement innovative solutions to environmental 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.

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Position Relationship

ORGANISATION CHART



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

The SAF role will take the lead in promoting sustainable farming practices and facilitating activities that build the capacity and confidence of the farming community and regional community leaders to participate in the adoption of innovative and sustainable farming practises and improve the use of natural resources in the south west of WA.

Essential Duties	
<p>1. Primary duties</p>	<p>1.1 Engaging and informing 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.</p> <p>1.2 Connecting farmers, community groups and agriculture industries with trusted advisors to achieve climate-smart, sustainable agriculture outcomes and engagement with new and emerging carbon and biodiversity markets.</p> <p>1.3 Update stakeholders with newsletters and social media on project activities, outputs and events, supporting events to promote research outputs, emerging ideas, innovative practices and relevant government policy to help improve the sustainability, productivity and profitability of agriculture</p>

Position Description

Sustainable Agriculture Facilitator

	<p>1.4 Supporting the delivery of climate-smart, sustainable agriculture projects. This may include assisting with events, communication activities, and engaging with First Nations peoples and organisations.</p> <p>1.5 Reviewing and updating a comprehensive Work Plan, which will consider key threats to sustainable agriculture, activities to address threats, risk management, stakeholder engagement, and communications plans.</p> <p>1.6 Participating in 'Communities of Practice' to better understand complex issues, improve networks and help develop solutions for national priorities.</p> <p>1.7 Providing information, about emerging issues and events (e.g. reporting on the impacts of natural disasters on farmers, emerging farm management issues affecting sustainability, examples of farming better practice, and organising field visits for ministers).</p>
<p>2. Records management</p>	<p>2.1. Prepare quarterly and annual written reports on the Work Plan 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 Program 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 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. Facilitate communication, collaboration and the sharing of information between community groups and other stakeholders.</p> <p>3.5. Attend a range of agricultural meetings and events as required.</p>
<p>4. Continuous Quality Improvement</p>	<p>4.1. 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>4.2. Identify, suggest and implement organisation improvement.</p> <p>4.3. Follow South West NRM policies, procedures and Code of Conduct.</p> <p>4.4. 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 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>

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Qualifications, registrations or skills required	
6. Essential	<p>6.1. Extensive knowledge of sustainable agriculture practices, supported by a degree, diploma or demonstrated experience in agricultural science, environmental science or conservation and land management.</p> <p>6.2. Demonstrated ability to work with external partners such as farmers, agricultural industry bodies, researchers, community groups, Aboriginal organisations, private consultants, and volunteers.</p> <p>6.3. Exceptional communication and interpersonal skills and willingness to engage a variety of stakeholders.</p> <p>6.4. 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> <p>6.10. Drivers license</p>
Work Environment and Physical Demands	
7. Environment	7.1 Ability to undertake overnight travel to rural and regional community events, site visits or other project specific activities.
8. Office Location	1 Verschuer Place Bunbury.
9. Hours of Work	Monday-Friday 8.30AM-4.30PM Flexible working arrangements including working from home are applicable and are by negotiation.