

# Position Description

## Development Manager

<b>Salary Range</b>	\$105,000 to \$115,000 based on relevant experience and qualifications, plus 11.5% superannuation
<b>Line Manager</b>	Development Lead
<b>Supervisory Responsibilities</b>	Nil
<b>Type of Contract</b>	Full time 24 month contract
<b>Location</b>	1 Verschuer Place, Bunbury (with the option to negotiate partial work from home)

## Organisational Context

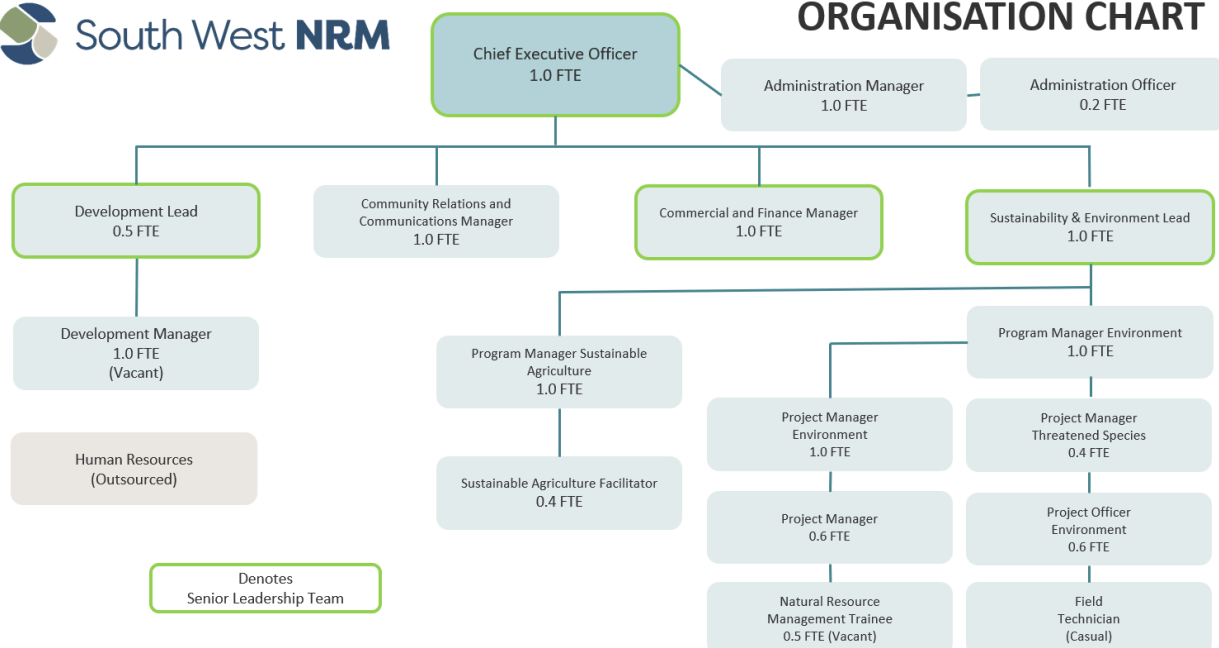
South West NRM Vision/Mission:

- 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.

## Position Relationship



### ORGANISATION CHART



# Role summary

This is a new role which is responsible for contributing to SW NRM's Development Program which includes supporting the Development Lead in overseeing and delivering all facets of the Development Program including identifying, writing, submitting and tracking grant applications and commercial proposals, as well as reporting to stakeholders, building and maintaining key internal and external relationships.

## Essential Duties

### Seek New Opportunities

1. Conceptualise, research and critically evaluate funding and partnership opportunities
2. Proactively seek and synthesise ideas from multiple sources to design priority projects
3. Contribute to the negotiation of partnerships to deliver priority projects

### Project Development and Management

1. Research and liaise with the Operations team, stakeholders and external experts to source detailed project information for funding applications and project proposals
2. Collaborate with staff, partners and stakeholders to draft funding applications
3. Prepare and design budgets and adhere to procurement processes for funding applications and project proposals
4. Draft contracts and agreements (with the support of the Commercial & Finance Manager) to facilitate delivery of projects
5. Supervise and administer external contracts and agreements as required
6. Design appropriate record keeping systems and maintain records in an efficient and timely manner
7. Prepare reports and financial acquittals

### Stakeholder management

1. Proactively identify, develop and maintain relationships with new and existing stakeholders
2. Maintain relationships with relevant stakeholder organisations and individuals, and engage with them on project design where relevant
3. Represents South West NRM at relevant seminars, conferences, workshops and similar, including providing presentations as required

### Teamwork and communications

1. Contribute to building a positive team spirit for the South West NRM team as a whole by establishing and maintaining effective, supportive and cooperative working relationships
2. Work collaboratively with other staff and partners to achieve optimum project outcomes

3. Contribute to the delivery of communications and stakeholder engagement programs
4. Treat people with respect and courtesy and is objective and open to other's views

## Continuous improvement

1. Continually build awareness and knowledge of emerging and current solutions to environmental challenges and threats to the natural assets of the south west region

# Skills, Capabilities, Experience

## Essential Criteria:

1. **Exceptional communication skills:** exceptional writing skills including demonstrated ability to write winning funding proposals, grant applications, tenders or similar. Excellent communication and interpersonal skills including demonstrated ability to engage and coordinate project development with external and internal stakeholders.
2. **Effective research skills:** ability to develop innovative search criteria to identify funding opportunities, networks and partnerships. Critically analyse and synthesise information to formulate project plans and funding application.
3. **Familiarity with Natural Resource Management:** Good working knowledge of environmental and/or agricultural sustainability challenges and solutions within the south west of WA.
4. **High level project management skills:** demonstrated ability to manage the early stages of project delivery including contract and agreement development, navigating procurement processes, project monitoring and reporting design, and communications.
5. **Information technology:** advanced ability in using standard business software packages (including Word, Excel, Powerpoint, Teams, Sharepoint) for communications, collaboration and record keeping.
6. **High level organisation skills:** Exceptional attention to detail, time management skills and ability to meet deadlines. Ability to independently identify solutions and self-educate.

## Desirable Criteria:

- Previous experience working in the NRM sector and/or in a securing funding for environmental or agricultural projects.
- Experience working in partnership with First Nations Peoples'.
- Advanced project management skills, experience implementing successful projects.
- Experience in the use of Geographic Information Systems (GIS) such as ArcGIS.

## Qualifications:

- Undergraduate degree in a relevant discipline is essential; postgraduate qualification is highly desirable.

## Mandatory requirements:

- Current driver's licence.
- Australian residency or eligibility to legally work in Australia.
- Willingness to comply with all relevant WHS legislation.
- Willingness to work in the region or remotely, occasionally including overnight stays.
- Commitment to South West NRM's values, policies, procedures, and practices.