

## Project Manager - Threatened Species

- Parental leave, fulltime, fixed term contract until 30th June 2026
- Bunbury

### Our Organisation

South West NRM is a not-for-profit organisation with a mission to build healthy and productive ecosystems in South West Western Australia. We do this by working with a wide network of partners to undertake on-ground works, research, education, behaviour change and engagement. We are a small team and pride ourselves on exceptional project management, with many delivery partners, including land managers, government, corporates and industry bodies, universities, First Nations, and community groups. South West NRM is also an incorporated association with 11 member organisations.

South West NRM delivers sustainable solutions to environmental challenges. Operating in a recognised global biodiversity hotspot, the south-west of WA, we have an intimate knowledge of our local area and extensive natural resource management expertise. We run projects that enhance the natural environment and to support the dual objectives of the agricultural industry, increasing both their sustainability and profitability.

The organisation maintains a website [www.southwestnrm.org.au](http://www.southwestnrm.org.au) which contains substantial information.

### Why work for us?

We are a small organisation with big ambition to deliver solutions to environmental issues and sustainable agriculture. Working within in a scientific discipline means we are objective, evidence based and respectful in everything we do. We thrive on getting out there and interacting with our many partners – so your opportunity to gain broad experience and have influence is great. Collaboration underpins our success.

At South West NRM you will both support and feel supported. You will be empowered to innovate, communicate, and achieve great outcomes for yourself, the organisation, and our environmental purpose. We will provide you with training and development and have a flexible workplace approach. South West NRM encourages diverse candidates to apply including Aboriginal and Torres Strait Islander people, people from multicultural backgrounds and maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

### The role

The Project Manager will work closely with the Program Manager Environment, the Senior Leadership team, SWNRM staff and key stakeholders to:

- provide high-quality project management to enable the organisation to meet its mission and legal requirements, specifically working on delivering threatened species conservation programs.
- Developing in consultation with stakeholders and implementing a novel landscape project on bush fire adaptation and mitigation.
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- provide input and technical expertise to other staff, Committees, the Association and executive working groups, and
- adhere to organisational systems to support the effective and efficient execution of project deliverables.

### **Key responsibilities**

- Manage projects from conception to completion ensuring projects are delivered according to milestones, on time and on budget.
- Ensure effective project financial management by maintaining accurate financial records, providing regular reports on expenditure against budget, managing variations and implementing contingencies where appropriate.
- Manage, review and report on project performance, issues and risks and provide technical input to project development and future planning as required.
- Lead the preparation, negotiation, establishment of agreements, contracts, purchase orders and request for quotes in accordance with SWNRM policies and procedures.
- Implement, and maintain the project's monitoring and evaluation (MERI) and communication plan in accordance with funder and SWNRM's requirements.
- Drive stakeholder engagement and facilitation in the delivery of current and new programs.
- Coordinate and deliver workshops and field visits related to threatened species conservation management.
- Complete any other duties as directed by the Program Manager Environment.

### **Selection Criteria**

#### **Essential**

- Tertiary qualification or extensive previous experience in working in environment science, conservation and land management OR related field with demonstrated experience with regards to project management, stakeholder management and contract management.
- Demonstrated experience working with a wide range of external partners such as landholders, community groups, Traditional Owners, Aboriginal Corporations and volunteers.
- Experience in implementing complex conservation programs with multiple stakeholders.
- Experience with fire management, behaviour and bushfire mitigation strategies.
- Relevant knowledge, experience and involvement in threatened species management including animal ethics approvals, recovery plans and management plans.
- Proven excellent communication and interpersonal skills including the production of high-quality written reports and presentations.
- Ability to work autonomously and manage own time and priorities.
- Ability to work in an ever-changing environment with a flexible 'can do' attitude.
- Demonstrated ability to problem solve and think 'out of the box'.
- Demonstrated personal drive and integrity by taking pride in own work and deliverables.
- Proficiency in use of Microsoft Office software.

#### **Desirable:**

- Confident and clear presentation skills, experience in facilitation and public speaking.
- Experience in working for a medium-scale, not-for-profit and incorporated association.
- Experience with Teams, Zoom and other video conferencing platforms.

It is a requirement that you are an Australian Resident or citizen and/or you have eligibility to legally work in Australia. You must have a current WA driver's license.

**Location and salary**

The role will be located at Verschuer Place Bunbury. The role is a fixed term parental leave position until June 30th, 2026. The salary will be negotiated depending on experience between \$85k- \$93k pa pro rata plus superannuation.

**Application:**

A full job description can be forwarded to you by contacting [smerrie@hmsolutions.com.au](mailto:smerrie@hmsolutions.com.au)  
Your application will consist of:

- CV outlining expertise and experience
- A candidate statement – not exceeding 500 words

**Applications will be reviewed as received and interviews will be conducted accordingly.**

**Final closing date of 9<sup>th</sup> of March 2025.**

**It is expected the role will begin in April 2025.**

