

Program Manager Environment – Position Description

- **Working from home option with flexible hours**
- **Bunbury location**
- **Full time permanent role**

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 12 member organisations.

The organisation maintains a website www.southwestnrm.org.au which contains substantial information.

Why work for us?

South West NRM delivers sustainable solutions to environmental challenges in a recognised global biodiversity hotspot, the south-west of WA. Working within in a scientific discipline means we are objective, evidence based and respectful in everything we do. Collaboration underpins our success so your opportunity to gain broad experience and have influence is great.

At South West NRM you will be supported to innovate, communicate, and achieve great outcomes for yourself, the organisation, and our environment.

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 Program Manager Environment is responsible for the management and delivery of a suite of environment projects. They will lead and support a team of project officers and managers to deliver projects of superior quality, on time and on budget, as well as design and develop new projects for grants and other investments. They will have superior skills in both team and project management.

Key responsibilities

- Design and manage implementation of environmental conservation projects including threatened species, threatened ecological communities or other environmental conservation priorities identified by government, research and stakeholders with a focus on the South West region.
- Manage and provide support and direction to project staff and contractors to achieve milestones and project deliverables on time and on budget.

- Develop, manage, and implement project budgets and allocate resources appropriately to achieve the required program outcomes and timeframes.
- Develop monitoring and reporting frameworks for internal and external requirement, including under the Australian Government's Monitoring, Evaluation, Reporting and Improvement (MERI) framework.
- Maintain stakeholder relationships at a local and regional level including with Traditional Owners.
- Provide high-level advice and expertise and support to South West NRM Senior Leadership Team, Board and other stakeholders.
- Develop project concepts for investment and assist with developing funding proposals through grants, philanthropic, investment partnerships, or other funding sources.
- Other duties as directed.

Selection Criteria

Essential

- A tertiary qualification in Environmental Management, Biological Science or associated degree.
- Advanced project management skills and demonstrated experience in implementing formal project management methodologies.
- Application of strategic and critical thinking in decision-making.
- High level of knowledge and demonstrated experience in working on NRM based projects related to environment, conservation biology and natural resource management.
- Understanding of the Australian Government National Landcare Program outcomes and targets including threatened species listings under State and Commonwealth Acts.
- Experience in grant writing and developing investment concepts for funding.
- Personnel management skills and experience, including the ability to supervise and/or mentor a multi-disciplinary workforce and contribute to the professional development of staff.
- Contributes to building a positive team spirit for the SWNRM team by establishing and maintaining effective, supportive and cooperative working relationships.
- High level written communication skills with proven ability to prepare submissions and reports to stakeholders including government.
- Ability to prepare budgets, monitor and manage financial performance.
- Ability to understand and apply legislation and regulations.
- Skilled in oversight of procurement and contract management.
- Ability to plan and prioritise work in context of available resources, and concurrently oversee multiple initiatives, to achieve objectives in a timely fashion.
- The ability to build strong relationships, to inspire, influence, empower and enable others.
- Confident use of initiative; the ability to recommend innovation and smarter ways to do things.
- Flexibility and resilience.
- Willingness to occasionally work extended hours to accommodate workload and deadlines.
- Willingness to work in the region or remotely including overnight stays.

Desirable

- Previous experience working on NRM projects or extensive related knowledge.
- Good working knowledge of regional NRM issues within the south west of WA.
- Experience of grant writing, implementation and acquittals.
- Experience in the operation and data collection for Geographic Information Systems (GIS) such as ArcGIS.
- Understanding and competency in risk management.

- Experience working with and supporting a Board of Management / Directors.
- Experience in four-wheel drive or off-road driving.
- Current first aid certificate.

Other requirements

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, driving is essential to this position. Provide a satisfactory police check less than 6 months old. A moderate level of fitness is required for field-based activities.

Location and salary

The role will be located at Verschuer Place Bunbury. This position will require travel, sometimes to remote locations, including overnight stays. Flexible work arrangements will be considered. The salary will be negotiated within the range of \$100,000 to \$120,000 based on relevant experience and qualifications, plus 12% superannuation and access to salary sacrifice.

Application

To discuss details of the role please contact Linda Metz, Sustainability & Environment Lead at lmetz@southwestnrm.org.au

To apply or obtain a full job description please contact jrowell@hmsolutions.com.au

Your application will consist of:

- CV outlining expertise and experience
- A cover letter stating how you meet the requirements of the role.

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

Applications close 11th July 2025

Aboriginality is preferred for this position (refer Section 51 of the *Equal Opportunity Act 1984 (WA)*, as amended).