



Redland City Council Position Description

Date Created	21 APRIL 2017
Date Amended	
Position Master	
Related Positions	
Authority Level Approval	Group Manager
Established Position	No

Position Title	Project Officer – Koala Conservation Program
Position Number	CPE031
Award	QLGOA
EB Agreement	Officers' Certified Agreement
Applicable Agreement/s	
Salary Level	4
Position Employment Type	Temporary
Attendance Type	Full Time
Department / Group	Environment and Regulation
Unit / Team	Environment and Education /Natural Environment
Standard Hours	36.25
Medical Classification	B - Completion of a Medical Questionnaire and a Physical Assessment

PRIMARY PURPOSE

- Manage projects identified within the Redland City Council Koala Conservation Program to achieve effective conservation outcomes that align with the Redlands Koala Conservation Strategy, Community and Corporate Plans;
- Coordinate project management and contract administration processes; and
- Research, analyse, interpret and present information on koala conservation science, policy and management actions.

STATUTORY REQUIREMENTS AND CORPORATE REQUIREMENTS

All aspects of this position will be performed by the incumbent to:

- satisfy all relevant statutory obligations,
- satisfy public sector ethical standards, and Redland City Council (RCC) codes of conduct and values,
- comply with the Information Privacy Principles of the Information Privacy Act 2009,
- contribute to and support achievement of the Redlands Community Plan and RCC Corporate Plan,
- align with authorised RCC policies, guidelines, and procedures and
- support and contribute to customer service that satisfies the RCC Customer Service Charter; and
- protect the safety of self and other workers through safe work practices as detailed in the Workplace Health and Safety Responsibilities Procedure and associated statements.

For staff who create or receive corporate/business documents (including e-mail), it is a requirement that these documents be registered into either the corporate recordkeeping system or other corporate recordkeeping systems in accordance with approved Policy and Procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Advisor Natural Environment (CPE009)

Supervises:

DELEGATIONS

As described in the Delegations Register.

Key Accountabilities		
1	Undertake project and contract management of the Koala Conservation Program, as identified in the Koala Conservation Action Plan 2016-202, to ensure projects and activities are cost effective and deliver identified outcomes for koala conservation and management.	50%
2	Undertake management of the Koala Conservation Program by preparing project documentation, contract administration, budget management, preparing briefing materials, evaluating technical reports and providing annual reporting.	30%
3	Liaise and coordinate with staff, contractors and stakeholders to ensure efficient project delivery and effective coordination and implementation of projects.	10%
4	Work as an effective team member to achieves the goals and objectives of Council. Undertake such other relevant duties as required from time to time which would generally fall within the scope of this position.	10%

Selection Criteria

1	Proven project management and contract management skills with the ability to effectively define, develop and deliver programs and projects that meet deadlines and achieve high quality results.	50%
2	Demonstrated high level research, analytical and problem solving skills in the identification, development and evaluation of scientific information, legislation, strategies and plans, relating to current and emerging koala or wildlife management issues and practices.	30%
3	Accomplished interpersonal skills demonstrated in consistently achieving, facilitating and negotiating positive outcomes and support with a diverse range of stakeholders with different (and sometimes competing) needs and priorities.	10%
4	Highly developed written communication skills including achievement in preparing correspondence, reports, tender and quotation documentation, demonstrated attention to detail and developed computer literacy skills, specifically accessing information management systems.	10%

Mandatory Criteria

Current 'C' class drivers licence.

Qualification in Project Management or related discipline.

Desirable Criteria

Qualifications and/or demonstrated experience in the field of wildlife management/conservation, or related discipline.

Authorities

This position description meets the capability requirements of the position.

Snr Workplace Relations Adviser/

Head of Human Resources

Date:.....

Group/General Manager/

Chief Executive Officer:.....

Date:.....