



Job Description

WA Landcare Network Executive Officer

0.4 - 0.8 FTE: Flexible

Location: Flexible

Salary Range: \$80,452 - \$89,047

1. POSITION BACKGROUND

The WA Landcare Network Inc (WALN) is the peak state landcare body established to represent and support land and coastcare groups across the State and at a National level. WALN is effectively owned by grassroots land and coastcarers.

WALN is focused on providing improved support, coordination and capacity building to community-based land and coastcare groups and increasing input into natural resource management decision making.

The Executive Officer role supports the WALN Management Committee to achieve organisational objectives and specifically to operate an effective and useful statewide network that supports and strengthens community-based land and coastcare groups in Western Australia.

The Executive Officer role involves advocacy on behalf of WALN members and the landcare community; landcare representation at a State and National level; advice on strategic landcare matters; leading stakeholder consultation and collaborations; providing a leadership role for WALN staff to implement organisational plans and programs; ensuring organisation governance is adequate and effective.

Further information about the WA Landcare Network is available at www.landcarewa.org.au

2. POSITION DETAILS

Position Title:

WA Landcare Network Executive Officer

Position Term:

Contract commencing November 2020 and expiring October 2022 subject to a three month review. With possible extension depending on funding arrangements and performance.

Remuneration package:

Total remuneration package depends on experience and agreed working hours and includes:

- Salary Level 4 – 5.1 WA State Public Service (Equivalent) \$80,452 - \$89,047 pro rata
- Superannuation (9.5% of Salary)
- Pro rata Annual, Personal and Long Service Leave
- Authorised out of pocket expenses and travel will be reimbursed at agreed rates.

Location and travel arrangements:

WALN works remotely across the State so work location is flexible.

Office accommodation may be found within a WALN member organisation or work from home can be considered. Travel to Perth, other parts of the State and occasionally to the Eastern States for meetings will be required.

3. POSITION DUTIES & RESPONSIBILITIES

The primary function of the Executive Officer is to:

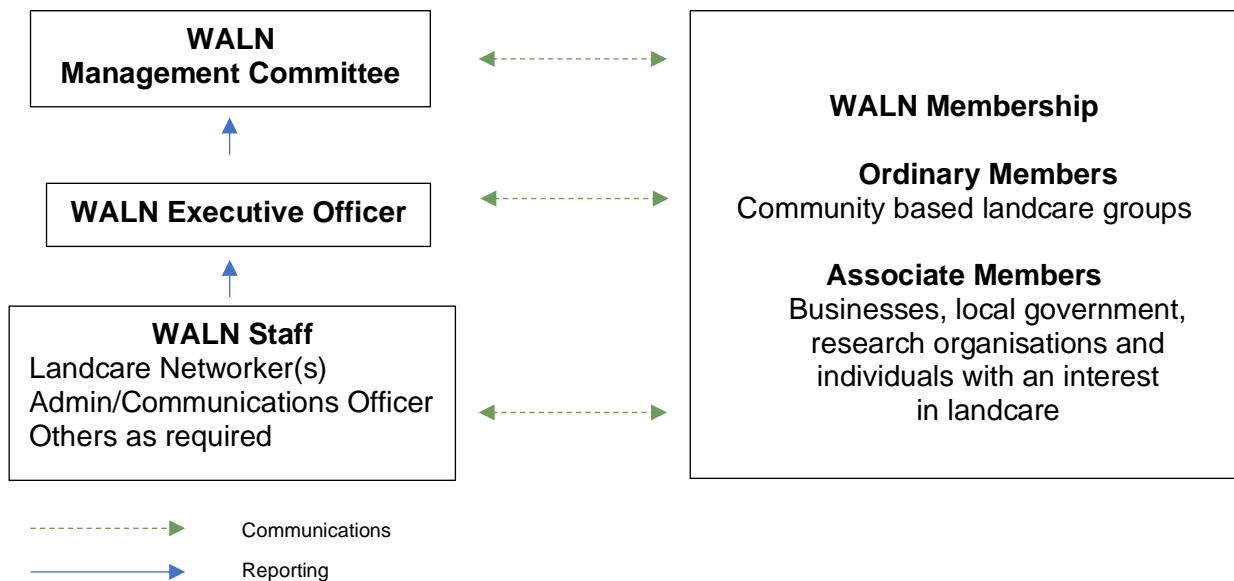
- Support the WALN Management Committee to achieve organisational objectives.
- Implement, monitor and report on strategic, operational and project plans to inform WALN Management Committee decision making.
- Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters.
- Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to WALN.
- Lead and/or contribute to projects that support the achievement of WALN strategic and operational objectives.
- Lead stakeholder collaboration with and across peak organisations.
- Lead and support WALN staff and contractors.
- Develop and oversee the implementation and evaluation of administrative practices, systems and procedures.

With regard to 2020/21 deliverables from National Landcare Program and State Government Core Business support funding the Executive Officer will be responsible for the following specific activities:

- Representing WALN within the National Landcare Network (NLN) including:
 - attendance at NLN Member Council and Member Council sub-committee meetings.
 - participating in National Landcare Network projects including the collection of data and consultation with WALN members.
 - assisting the WALN Committee to provide input into National Landcare Network Policy.
- Surveying WALN members to provide data to a State of Landcare Report.

- Overseeing WALN staff, membership, governance and communications procedures.
- Reinvigorating the WA State Collaboration Body including having input to a proposed State NRM Strategic Plan.
- Providing input on behalf of WALN into State and Federal Policy and Programs.
- Seeking alternative sources of funding through grant applications and partnerships agreements to support community coast and landcare groups and implement activities within the WALN strategic and action plans that support the movement.
- Working with Landcare Australia on collaborative projects supported by the WALN.
- Contracting community landcare groups to assist with the running of a Landcare Facilitators Network and a Coastal and Marine Community Network.
- Preparing a bid to host the next WA State NRM and Coastal Conference.
- Meeting with relevant State Government Ministers and their staff at least annually.
- Commissioning a report on the value of community coast and landcare in WA.
- Having input on behalf of WALN to major WA landcare funding proposals including community stimulus packages post COVID 19.

4. POSITION REPORTING RELATIONSHIPS



5. WHAT WALN IS LOOKING FOR – SELECTION CRITERIA

The successful candidate will:

- ✓ possess highly developed communication, relationship building skills
- ✓ be an experienced negotiator able to engage successfully with public, private and community sectors
- ✓ have experience in the community based coast and landcare movement in WA with networks to draw on

- ✓ have experience in media and public speaking
- ✓ have capacity to prepared applications and submissions on matters of policy, funding and in representing the interests of community coast and landcare in WA
- ✓ demonstrate ability to lead collaboratively with a small motivated team showing flexibility, innovation, compassion at the same time as meeting good governance standards
- ✓ demonstrate experience in developing and management small and large scale coast/landcare projects and programs
- ✓ demonstrate the ability to think strategically and manage time effectively
- ✓ current WA 'C' Class Driver's License

6. SUBMITTING YOUR APPLICATION

Your application should be submitted to enquires@landcarewa.org.au no later than 4.00 pm 16 October 2020 and should include the following:

1. Cover letter outlining your interest in the position.
2. A statement addressing how your experience and knowledge could contribute to WALN with particular reference to WALN's selection criteria for the position.
3. Your Curriculum Vitae.
4. 2 x referees that can be contacted.

WA Landcare Network is committed to fair, equitable and transparent recruitment processes. Key steps in this recruitment process include:

1. Applications are submitted by the due date.
2. A Selection Panel will convene to assess applications and invite short listed applicants for interview.
3. Interviews will be conducted.
4. Successful applicants will be notified.
5. All applicants will be notified of the outcome.

WA Landcare Network is keen to complete the selection process as quickly as possible to enable the position to be filled by early to mid-November 2020.

Any questions should be directed to Dr Louise Duxbury on 0429 409 231.