



## Position Description

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**Position Title:** Community Resilience Officer (Agriculture)  
**Reports to:** BCCA General Manager  
**Salary Range:** Salary range of \$60,000 – \$65,000 pa plus 9.5% super  
**Term:** Full time (negotiable) - contract to June 2020  
**Location:** North Burnett (Negotiable)

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### Background

Burnett Catchment Care Association (BCCA) is a not-for-profit, member-based organisation with dedicated, qualified and professional officers and field staff who develop and implement on-ground natural resource management (NRM) and sustainable agriculture projects across the Burnett Catchment. As an organisation we have a proven track record of establishing relationships and working directly with landholders to support on-ground sustainable land management and practice change. BCCA have significant experience in successfully delivering many Queensland and Australian Government NRM projects over the last 23 years.

### Primary Objective

This position is responsible for building and enhancing natural disaster resilience of the agricultural North Burnett regional communities at a grass-roots community directed level under funding jointly provided by the State and Federal Governments – Natural Disaster Resilience Program. In addition, this position is required to assist agribusinesses examine their operations and determined ways to mitigate the impact of natural disasters/flooding events, facilitate change to build resilience and prosperity post disaster having significant and long-term flow on effects to their communities and the agricultural economy of the North Burnett region.

### Key Relationships

#### Internal

- Reports to General Manager
- Provides professional peer support to BCCA delivery team
- Provides activity overview advice to the BCCA Executive
- Provides project progress advice to General Manager

#### External

- Program Partners e.g. Local Governments, Landcare and Industry Groups (general liaison, coordination of joint activities, technical advice, managing contracts and receiving reporting)
- State and Federal Government (project reporting and general liaison)
- BCCA members/clients (technical advice and general liaison)
- General Public (technical advice and general liaison)

## Key Accountabilities

### General

- Coordinate and implement the Natural Disaster Resilience Program to achieve contracted targets.
- Coordinate the administration and reporting for the project activities to the General Manager and BCCA Executive.
- Assist the BCCA technical team in the delivery of other BCCA coordinated projects.
- Self-management with support, but not necessarily daily interaction, with the General Manager.
- Self directed problem solving, creative and critical thinking skills will be required with support.
- Collaborate with BCCA technical team and other stakeholders to identify priorities in a complex and diverse environment seeking multiple outcomes.
- Promote BCCA as a progressive and professional natural resource management organisation as a member of the BCCA team.

### Technical

- Provide technical advice and support to all stakeholders at a number of levels external and internal to the organisation for improved land management outcomes.
- Identify and plan ways to reduce the risks associated with natural disasters and provide agribusinesses with the necessary information, resources, skills and connections to make improved planning decisions and capabilities for disaster resilience.
- Meet all the objectives outlined in the Queensland Strategy for Disaster Resilience (QSDR) and all objectives (excluding reducing risks of the built environment) of the National Strategy for Disaster Resilience (NSDR) with a targeted focus on agribusiness/rural agricultural communities that form the North Burnett regional economy.
- Develop partnerships and networks between government, non-government, businesses, research institutions and the not-for-profit sectors to promote the development of innovative risk management approaches; and a shared understanding of disaster resilience.
- Utilise existing community structures and networks to promote and enhance information sharing for all activities.
- Provide accurate and authoritative risk information, tailored to the needs of agribusinesses and landholders, arming them with tools to interpret and act on available information and resources.
- Assist agribusinesses disaster resilience by developing long-term strategic direction and providing knowledge, skills, connections/partnerships, scientifically proven advice that assists with environmental and economic recovery.

### Administration

- General record keeping and reporting
- Assisting land managers and partners in project delivery.

## Skills and Competencies

### Education/ Qualifications

- Essential – A relevant Agricultural Science / Natural Resource Management tertiary degree with technical skills to support sustainable land management practices and project management.
- A clear understanding of resilience and sustainability principals, and how they apply to agribusiness.

### Interpersonal

- Strong written and verbal communication skills (documents, email, phone, meetings, face to face)
- Strong presentation skills (field days, industry functions, meetings etc.)
- Ability to engage and liaise with all stakeholders (land managers, government and non-government organisation officers, staff, BCCA committee, community consultation).
- Strong networking skills
- Extensive industry contacts or proven ability to develop them.
- Integrates well into the organisations culture and team dynamics
- Upholds BCCA's values of honesty, respect, diligence and ingenuity while embracing the principles of environmental, economic and social sustainability.

### Management

- Ability to plan and manage day to day coordination of a natural resource management project.
- The ability to apply time management principles to multiple activities and tasks.

### Technical

- Knowledge and understanding of land management practices and farming systems.
- Participate in and support the monitoring and evaluation processes in the Burnett catchment.
- Ability to research, collate and interpret technical natural resource management and agricultural production systems information.
- Basic GPS and GIS skills preferable.

### General Administration

- The ability to create, maintain and manage spreadsheets.
- The ability to create, maintain and manage databases.
- The ability to perform word processing tasks, including develop standard business correspondence with limited direction.
- The ability to perform record keeping for a multi faceted project.
- The ability to collate and produce project reporting.
- The ability to perform desktop research (e.g. internet research, networking contacts, literature reviews, soliciting suppliers and quotes etc.)

## Selection Criteria

### 1. A tertiary qualification in agricultural science / natural resource management

The applicant would ideally have tertiary qualifications in the field of agricultural science or natural resource management or environmental science.

## **2. Demonstrated understanding of agricultural practices**

The applicant should demonstrate a good understanding of agricultural practices, specifically cattle production and broadacre and irrigation cropping production systems. Ideally the applicant will have an understanding of best management practice systems, water quality improvement activities and weed and pest management. Preferably the applicant will have experience as a project or technical officer in a natural resource management and agricultural focused organisation, where the position was largely self directed and was responsible for jointly planning the organisations onground activities and ongoing funding.

## **3. Demonstrated Administration Skills**

The applicant should demonstrate skills in basic administration practise such as preparing presentations, project reports, factsheets. In addition, proficiency in basic computing will be necessary e.g. email, wordprocessing, spreadsheets, internet, powerpoint.

## **4. Demonstrated communication and interpersonal skills**

The applicant should have a high degree of competency in written and verbal communication and interpersonal skills. Preferably the applicant will have experience in working one on one, and in groups and with effectively communicating in highly emotive or conflict situations to reach a resolution and achieve a mutually desirable outcome. Experience facilitating partnerships and engagement for a non-government organisation or small to medium enterprise with limited direction would also be desirable.

## **5. Self-management, work planning and adaptability**

The applicant should be able to demonstrate the ability to manage and plan for multiple activities and tasks within small to medium organisations/enterprises. Preferably the applicant will have good problem-solving skills and experience in organising meetings, field days and other extension activities. They will also possess the demonstrated ability to rapidly acquire and effectively apply new information and skills. In addition, the applicant should be able to demonstrate the ability to be adaptable and flexible to changing situations and environments.

## **6. Current Drivers Licence**

The successful applicant will require a current manual drivers licence and intermediate driving skills. A vehicle will be available for the appointed Community Resilience Officer for work use.

## **Other Information**

- Burnett Catchment Care Association has a non-smoking policy in meetings, buildings and vehicles.
- The successful applicant will be subject to a 90 day probation period.
- The position will involve travel to meetings away from the designated work centre, and some nights away therefore applicant must be flexible.

## **How to Apply**

Please provide a written application, including a cover letter, addressing each of the selection criteria, current resume, and at least 3 referees contactable by phone.

Applications should be sent to by email to [admin@burnettcatchment.org](mailto:admin@burnettcatchment.org) or marked "Private and Confidential" and posted to:



**BCCA**  
BURNETT CATCHMENT CARE ASSOCIATION

AN INTEGRATED CATCHMENT  
MANAGEMENT GROUP FOR  
THE BURNETT REGION

General Manager  
BCCA  
PO Box 8  
Monto Q 4630

**Closing Date:** COB Monday 2 September 2019.

For further information, please contact BCCA on (07) 4166 3898