
Position Description

Position Title: Community Resilience Officer (Agriculture)

Reports to: BCCA Chief Executive Officer

Salary Range: Salary range of \$75,000 – \$80,000 (pro rata) per annum plus 11% super

Term: 25-35 hours/week (negotiable) - contract to Dec 2026

Location: South Burnett

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 projects over the last three decades.

BCCA boasts a remarkable track record of engaging landholders, underscored by exceptional staff retention rates. With 60% of our staff having served the organisation for over a decade and 80% for more than five years, BCCA stands as a reliable and steadfast support entity. This stability, coupled with consistent staffing, equips us with the capacity to offer ongoing support to landholders well into the future.

Primary Objective

This position is responsible for building and enhancing natural disaster resilience of the agricultural South Burnett regional communities at a grass-roots community directed level under funding provided by the Commonwealth Government's – Disaster Ready Fund. This position is required to assist agribusinesses examine their operations and determine ways to mitigate the impact of natural disasters and climate change. In addition, this position will assist agribusinesses to strengthen their resilience to natural disaster by leading and linking with those who effect change, to build capacity, educate and facilitate connection.

Key Relationships

Internal

- Reports to Chief Executive Officer
- Provides professional peer support to BCCA delivery team

- Provides activity overview advice to the BCCA Executive
- Provides project progress advice to Chief Executive Officer

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 Building Resilience in the Agricultural South Burnett project under the Disaster Ready Fund to achieve contracted targets.
- Coordinate the administration and reporting for the project activities to the Chief Executive Officer 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 Chief Executive Officer.
- 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.
- Help meet the objectives outlined in the Queensland Strategy for Disaster Resilience (QSDR) with a targeted focus on agribusiness/rural agricultural communities that form the South 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

- Desirable – A relevant Agricultural Science or Management / 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, social media, 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.

General Administration

- The ability to create, maintain and manage spreadsheets.
- 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 or management / natural resource management

The applicant would ideally have tertiary qualifications in the field of agricultural science or management 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, flyers etc. In addition, proficiency in basic computing will be necessary e.g. email, wordprocessing, spreadsheets, internet, powerpoint and well as social media.

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 driver's licence and intermediate driving skills.

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 2 referees contactable by phone.

Applications should be sent by email to admin@burnettcatchment.org

Closing Date: COB Monday 20 May 2024 (if not appointed earlier)

For further information, please contact Katie Muller on (07) 4166 3898 or 0428 753 338.