

## Healthy Land and Water (HLW) Draft Position Description

<b>POSITION:</b>	<b>PROJECT MANAGEMENT ADMINISTRATOR</b>
<b>REPORTS TO:</b>	Chief Operating Officer
<b>EFFECTIVE FULL TIME:</b>	1.0 FTE
<b>LOCATION:</b>	Brisbane CBD
<b>COMMENCEMENT:</b>	November 2017

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### Organisational Environment

Healthy Land and Water (HLW) is a not-for-profit, independent organisation working to protect and improve waterways and natural asset health in Queensland. The waterways and natural assets of SEQ are an integral part of our lifestyle and economy. With a rapidly growing population and increasingly unpredictable climate, the challenge is to protect our precious natural assets for future generations to enjoy.

Healthy Land and Water facilitates careful planning and coordinated efforts at local and regional levels among member organisations from government, industry, landholders, research and the community to deliver the Healthy Land and Water Purpose:

*"To provide the preeminent services in South East Queensland for understanding and communicating about waterways and the natural assets that support them, and for connecting science, community and management to influence and deliver on-ground outcomes that address risks and secure SEQ's waterways and natural assets."*

**Healthy Waterways and Catchments** was created in 2016, through the unification of two existing organisations, Healthy Waterways Ltd (**HLW**), and South East Queensland Catchments Ltd (**SEQC**).

For more information, please visit [www.hlw.org.au](http://www.hlw.org.au)

### Position Summary

The main roles and responsibilities of the Project Management Administrator include supporting the COO and the rest of the team with confidential proposal, project and administrative support.

**Healthy Land and Water** will focus on all the region's natural assets of land and waterways leveraging the combined resources and expertise of both organisations to better deliver and support community and government expectations while addressing current areas of duplication.

**Healthy Land and Water** will be the recognised Regional NRM body for South East Queensland and will be responsible for delivery of the Australian Governments National Landcare Program as well as the Queensland NRM program.

HLW's purpose is to make a significant difference to South East Queensland's natural resources, economy and community. It aims to:

- Secure funding from government and business for projects to improve grazing, reduce erosion, repair waterways, manage pests and weeds, restore degraded habitats and look after our coastal areas.

- Protect and improve the waterways of South East Queensland. With a rapidly growing population and increasingly unpredictable climate, our waterways are under increasing pressure from threats such as soil erosion, stormwater run-off, litter and land clearing.
- Work with community, industry, government and research partnerships to achieve healthier waterways and natural resources that underpin a healthy community.
- Work to understand and communicate the condition of waterways and natural resources to drive and influence future targets, policy and actions. They also provide advice, training, support, services and workshops for the community.
- Monitor and report on waterway health, educate on the value of our waterways and support reforms to policy and planning where it will benefit our waterways and community. Work with governments at all levels to align policy and planning with objectives.

Reporting directly to the Chief Operating Officer, specific accountabilities and performance indicators will be set against the Strategic Plan and annually against work plans.

### **Key Responsibilities**

The key responsibilities of the Project Management Administrator role will be:

- Actively participate and support WHS&S committee and its activities, including but not limited to recording WHS&S Minutes, follow all quality, health and safety relevant Procedures, and follow-up action lists.
- Project Management Administration
- Grant Reporting
- General Project Support to COO (Assist with the production of professional documents including reports, presentations, proposals, tenders, CV's and case studies).

### **Working Relationships**

- **Internal**  
Position reports to Chief Operating Officer.  
All HLW staff
- **External**  
Service Providers  
Partners  
General public

### **Selection Criteria**

#### **Essential**

- 5+ years of relevant experience, preferably in a consulting firm
- High level of proficiency in Microsoft Office software
- Extensive experience in formatting technical documents, proposals and spreadsheets
- Great time management and prioritisation skills
- Excellent communication and interpersonal skills



**Special Terms and Conditions of Appointment**

A six-month probationary period applies to this position.

Some terms and conditions may be negotiated at the time of engagement and will be commensurate with the applicant's experience, knowledge, skills, abilities and personal qualities.

The employee should have a current Queensland driver's licence as the position may require travel throughout South-East Queensland.

**Organisational Expectations**

▪ **Equal Employment Opportunity**

Employees must have knowledge and understanding of Equal Employment Opportunity legislation.

▪ **Occupational Safety and Health**

All employees must be familiar with Occupational Safety and Health policy and be committed to maintaining a healthy and safe work environment.

