

Guide for Applicants - NRM Planning Coordinator

Help shape the future of the Burdekin Dry Tropics

NQ Dry Tropics supports the Burdekin Dry Tropics community to sustainably manage natural resources and deliver landscape-scale outcomes. We work alongside landholders, Traditional Owners, industry, community groups and government to improve the health, productivity and resilience of our region.

We are now seeking an experienced and highly skilled **NRM Planning Coordinator** to lead the development of the Burdekin Dry Tropics Regional NRM Plan and help shape the future of natural resource management across the region. Working with a diverse range of stakeholders and partners, you will bring together scientific, cultural and community knowledge to deliver strategic planning outcomes that support sustainable land use, biodiversity conservation, cultural values and climate resilience.

- Full time, permanent position
- Based in Townsville
- Attractive annual salary range \$106,914 to \$124,075 + 15% superannuation

About the role

The NRM Planning Coordinator leads the development and coordination of strategic natural resource management planning across the Burdekin Dry Tropics region, with an initial focus on delivering the Regional NRM Plan. Working closely with internal specialists and a broad range of external stakeholders, the role brings together scientific, spatial, policy and community knowledge to develop practical planning frameworks that guide investment, partnerships and on-ground action.

The role involves coordinating planning projects from inception to completion, facilitating engagement with Traditional Owners, industry, government and community stakeholders, and preparing high-quality planning and consultation documents. You will also contribute to regional monitoring, evaluation and adaptive management frameworks, provide input into external plans and policies, and help ensure natural resource management priorities are reflected in decision-making across the region.

This is an opportunity to play a key role in shaping the future management of the Burdekin Dry Tropics' natural resources, supporting outcomes for biodiversity, sustainable land use, cultural values and climate resilience.

Selection Criteria

- Tertiary qualifications in planning, Natural Resource Management or Environmental Science or a related discipline, or demonstrated equivalent experience.
- Demonstrated experience managing planning processes or complex projects that require a high level of stakeholder facilitation within environmental management, natural resource management or a related field.
- Highly developed communication, negotiation and interpersonal skills, with the ability to work collaboratively across a range of stakeholders. This includes engagement with community, government, industry, research groups and Traditional Owner groups in a culturally respectful

and inclusive manner.

- High level written communication skills with the ability to prepare high quality planning, consultation and project documentation. This includes the ability to synthesise scientific, technical, spatial and policy information into clear, practical planning outputs.
- Strong organisational skills with the ability to work autonomously and collaboratively within project governance arrangements and meet deadlines.
- Current C class driver's licence and the ability and willingness to travel within the region.

Whilst not mandatory, knowledge of Australian environmental laws and natural capital accounts is highly desirable.

Why join NQ Dry Tropics?

At NQ Dry Tropics, you'll be part of a supportive and purpose-driven organisation making a real difference in North Queensland.

We offer:

- Flexible work arrangements (where operationally appropriate)
- Regular professional development opportunities
- A collaborative and values-driven workplace
- Five weeks annual leave
- Attractive salary package plus 15% superannuation

How to Apply

For a confidential discussion about the role, contact **Donna Turner** on 0423 870 434 or email donna.turner@nqdrytropics.com.au.

To be considered for this position, your application must include:

1. a cover letter introducing yourself and outlining why you are a suitable candidate for the role (we encourage you to show your personality);
2. a separate document addressing each of the selection criteria; and
3. a current resume including the contact details of two recent referees.

Email your completed application documents to careers@nqdrytropics.com.au. Alternatively, you can apply via Seek or on our [webpage](#).

Applications close at **5pm Wednesday 22 July**