

Position Description

Position Title:	NRM Planning Coordinator
Location:	Townsville
Reports To:	NRM Strategy and Partnerships Manager
Supervisory Responsibilities:	No staff report directly to this position
Tenure:	Full-time Permanent
Base Salary Range:	Band 4 (\$106,914 to \$125,075)

Position Summary

NQ Dry Tropics supports the Burdekin Dry Tropics community to sustainably manage natural resources and deliver landscape-scale outcomes.

The **NRM Planning Coordinator** leads the development, review and implementation of strategic natural resource management plans that guide investment, partnerships and on-ground action across the Burdekin Dry Tropics region. Reporting to the NRM Strategy and Partnerships Manager and working closely with the MERI Coordinator, the role coordinates the integration of scientific, cultural, social and economic information to develop a high-quality Regional NRM Plan and support related planning initiatives.

The position works collaboratively with stakeholders, Traditional Owners, government agencies, researchers, industry and community partners to deliver planning outcomes that support sustainable land use, biodiversity conservation, cultural values and climate resilience.

Duties and Responsibilities

Project Management

- Coordinate the development and delivery of the Burdekin Dry Tropics NRM Plan and other future plans in line with project milestones, funding requirements and compliance obligations. This will include establishment of a governance structure to oversee planning processes and drafting documents.
- Synthesis and analysis of scientific, spatial, policy and engagement information to develop clear, practical planning outputs.
- Maintain strong documentation standards and version control of draft planning documents.

Engagement and Facilitation

- Conduct culturally appropriate engagement with Traditional Owners, stakeholders and partners.
- Prepare engagement materials, workshop content and consultation documentation and facilitate workshops with multi-sector external stakeholders.
- Collaborate with internal stakeholders - MERI Coordinator, technical specialists and engagement teams, and report to Senior management on Plan development.
- Developing and maintaining strong strategic networks, linkages and partnerships with all levels of government, peak bodies, industry, research and development organisations, Traditional Owners, landholders, community groups and other relevant key stakeholders to promote NRM plans and the opportunities they provide.

Planning and Coordination

- Coordinate and provide submissions and feedback on third party strategies - policies, plans and EIS to influence management of, and impact on, the region's natural resources.
- Contribute to the development of regional monitoring, evaluation and performance frameworks and a set of natural capital accounts to support planning and adaptive management.

Organisational Support

- Undertake other duties as reasonably required to support organisational priorities, applying skills, knowledge, and adaptability to emerging priorities and operational needs.

Organisational Values and Workplace Responsibilities

All employees are required to work in accordance with the standards outlined in the NQ Dry Tropics Code of Conduct and are encouraged to learn and operate in alignment with our values:

- **Integrity** - we are respectful, honest, trustworthy, consistent and fair.
- **Collaboration** - we listen to others perspectives, work for mutual benefit and share successes.
- **Leadership** - we drive change through creativity, tenacity and commitment.
- **Solutions** - we create innovative solutions using experience and best available evidence.
- **Service** - we provide outstanding service to our clients

All employees are expected to participate in the NQ Dry Tropics Induction Program and engage in ongoing training and professional development opportunities to maintain current knowledge and deliver high levels of service to both internal and external stakeholders.

Employees are also required to actively participate in the Employee Performance Development Program.

Skills, Experience and Qualifications

Essential

- 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.

Desirable

- Knowledge of Australian environmental laws and natural capital accounts.

Authorities

The authority vested in this position is limited to that specified within the Delegations Register.

This position description outlines the role as it is currently structured and reflects the key duties and responsibilities currently. The organisation periodically reviews position descriptions to ensure they accurately represent the work being performed and to incorporate any proposed or approved changes aligned with operational requirements.

As organisational needs evolve, the duties and responsibilities of this role may be amended. Any significant changes will be communicated to you. You may also be required to undertake additional or varied duties from time to time, consistent with your skills, competence, and training to support business needs.