
POSITION DESCRIPTION FORM

POSITION DETAILS

Position Title:	Project Officer
Organisation:	Leschenault Catchment Council Inc.
Location:	Leschenault Catchment Council Office, Bunbury WA
Contract:	18 months including 3 months' probation period
Salary Range:	\$75,000 - \$85,000 per annum depending on qualifications & experience (pro rata to 0.6 FTE)
Hours:	22.50 hours/week, 0.6 FTE
Reports to:	Biodiversity Program Manager
Resources:	Shared vehicle and personal laptop available for work use

POSITION CONTEXT

Our Organisation

The Leschenault Catchment Council are a not-for-profit, non-government environmental organisation. Located in the southwest of WA, we have a clear vision for our region - a healthy and biodiverse natural environment and a sustainable future for people and culture.

Our focus is raising awareness, inspiring commitment, and empowering action in our five key environmental areas: Danju - Jobs Together; Leschenault Estuary Connect; Restoring our Waterways; Wildlife for the Future; and Catchment Stewardship.

We are dedicated to involving the community, fostering partnerships, and adopting well-founded conservation science. Our goal is to inspire and support community involvement in preserving the vital ecosystems that are crucial for the sustainability of the Leschenault Catchment's environment. With our motivated community, we share our passion through engaging workshops; on-ground environmental projects; and volunteer opportunities. We strive to enable everyone to participate in the protection of the diverse environment of this region.

The LCC has a wide membership base while a volunteer Management Board is tasked with strategic, business development, administrative and decision-making responsibilities. The LCC is supported by a

www.leschenaultcc.org.au
[@LeschenaultCC](https://www.facebook.com/leschenaultcc)
contact@leschenaultcc.org.au
ABN 55 847 961 699



professional staff operating as a self-managed team. There are currently 7 part-time office staff and a casual field crew currently employed in the organisation.

‘Building Threatened Species Habitat Resilience adjoining the Wellington National Park’

Leschenault Catchment Council is partnering with South West NRM to deliver a threatened species focused project working with landowners adjoining the Wellington National Park. The project runs for 18 months and is funded by the Federal Government’s Saving Our Native Species Program.

Project Description: The Wellington National Park is home to three terrestrial priority threatened species, the chuditch, quokka and western ringtail possum. All of these species are threatened by predation from foxes and feral cats and from habitat degradation from feral pig activity. This project aims to support feral animal control activities being conducted in the park by the Department of Biodiversity, Conservation and Attractions by coordinating feral animal control on private properties adjacent to the park. This will help these properties act as a buffer against reinvasion of the national park by feral animals rather than as a source of animals for reinvasion.

The project will engage landowners adjoining the Wellington National Park to take part in a program which aims to raise awareness of threatened species, and the impact that feral animals such as foxes, feral cats and feral pigs are having on these species. The project will include private property biodiversity assessments, feral animal monitoring and targeted feral animal control.

The Project Officer will contribute to the collaborative project team and will be responsible for engaging landowners, conducting awareness raising events and coordinating on ground feral animal control.

POSITION RESPONSIBILITIES

Under the supervision of the LCC Biodiversity Program Manager assist with the delivery of the ‘Building Threatened Species Habitat Resilience adjoining the Wellington National Park’ project by:

- Effectively contributing to a collaborative project team with South West NRM staff and a Project Reference Group with other project stakeholders.
- Engaging landowners in the project via letter drops, one on one contact by phone, property visits and collective engagement events.
- Coordinating awareness raising and training events to build landowner knowledge and skills in threatened species conservation and feral animal control.
- Coordinating feral animal control activities across private property including engaging and managing pest contractors and arranging for landowner training in feral animal control where appropriate and assistance with obtaining 1080 permits.
- Preparing project related communications information to promote project objectives, engagement, and outcomes.
- Undertaking project reporting requirements, including Monitoring, Evaluation, Reporting, and Improvement (MERI), and capture of GPS & GIS information.
- Assisting with the management of the project budget when required.

OTHER LCC RESPONSIBILITIES

- Liaising and providing information and support to LCC stakeholder groups such as local and State Government bodies, Landcare and community groups, and individual landholders.
- Developing communication and promotional material and coordinating and actively participating (including public speaking) in community forums, meetings, and education days.
- Assisting with strategic and technical advice to the LCC Board of Management.
- Assisting with the development of project proposals and funding grants in accordance with the LCC strategic plan.
- Contributing to staff meetings and implementing follow up actions.
- Being prepared to undertake personal development activities to increase knowledge, skills, and experience in natural resource management.

SELECTION CRITERIA

Essential:

1. Minimum 2 years' practical experience working in the landcare/NRM/conservation sector.
2. Demonstrated practical experience, or equivalent relevant knowledge of threatened species conservation and/or feral animal control, preferably in WA.
3. Confidence and experience working outdoors in field/farm environments, with limited supervision.
4. Confident and exceptional communications skills, with the ability to communicate and build relationships with a diverse range of people, especially farmers/landholders.
5. Ability to use initiative, learn quickly, work autonomously, be organised, plan effectively and meet deadlines.
6. Excellent computer literacy skills including familiarity with using MS Office Suite (Word, Excel, PowerPoint, Outlook), and ability to disseminate information into written reports effectively.
7. Experience in the use and capture of GPS & GIS information using QGIS or similar software programs.
8. C Class Drivers licence.

Desirable:

1. Event management/hosting practical event experience.
2. First Aid Certificate.
3. Four Wheel Drive training.
4. Experience and or knowledge/ understanding of working for a small busy community based not for profit organisation delivering externally funded projects.
5. Local knowledge of the Leschenault catchment and the environmental challenges facing in the catchment.