Position Description

Program Manager- Albany

Overview	
Position title	Program Manager
Location	Albany
Remuneration	Full time equivalent (FTE) annual gross salary $115,000 to $130,000, plus Superannuation pro-rata for FTE
Employment Term	Fixed Term – 12months with possibility of extension
Employment Status	0.8- 1 FTE
Team	Operations
Approval	Chief Executive Officer

Relationships	
Reports to	Executive Manager Operations
Supervising	Multiple Project Coordinators
Internal relationships	Operations Team, Business Services Team, Senior Leadership Team
External relationships	Delivery partners, project steering committee, funding partners, First Nations community and organisations, community members contributing to South Coast NRM and the general public.

Position summary and purpose

The Program Manager will manage South Coast NRM's Sustainable Agriculture program and supervise multiple Project Coordinators. The role will provide strategic direction and guide the ongoing development of the organisation's Sustainable Agriculture program.

Key responsibilities and duties

1. Project and financial management of assigned project/s. Lead effective delivery of project activities and outcomes.
2. Supervision and management of multiple Project Coordinators, including recruiting new team members.
3. Project reporting responsibilities, including compiling, reviewing and drafting of all required reporting for Executive review and submission.
4. Liaise with and coordinate key stakeholders to foster effective communication and collaboration to ensure effective project delivery and reporting.
5. Communication and awareness-raising responsibilities for the broader sustainable agriculture program.
6. Solve problems and keep things on track when projects or programs don't go to plan.
7. Collaborative industry partnership project design and co-design, budget development and funding submission preparation.
8. Build and promote the organisation's scientific reputation through activities such as research, design, application, and evaluation.
9. Perform other duties as directed.

Requirements for success in this role – selection criteria

Skills, knowledge, experience, qualifications and/or training	
Essential	Well-developed project and financial management skills and experience
	High level of supervision skills and experience, with demonstrated ability to supervise and manage staff
	Demonstrated ability to develop and maintain relationships with key stakeholders
	Strong communication skills, both written and oral
	Proven track record of working as part of a high-performance team
	Effective time management skills, with the ability to work to deadlines and manage competing demands
	Advanced computer skills, including Microsoft Office (SharePoint, Word, Excel, Teams)
	Relevant tertiary qualification or extensive equivalent experience in a relevant field.
	Good understanding of Work, Health and Safety matters.
	Possession of C-class driver's license
Desirable	Experience working with First Nations communities and/or organisations

Policies, workplace practices and conditions

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organisation's policies, procedures, and safe work practices, for the safety of themselves and others.

This position has the potential for some periods away from home and during peak work periods, work outside of normal hours may be required.