

Position description

Title:	Executive Officer - Healthy Rivers to Reef Partnership
Tenure:	Full Time - Commence October 2020 until 30 June 2021
Base Salary:	\$80,000 to \$95,000
Location:	Mackay or Proserpine
Reports to:	Chief Executive Officer – Reef Catchments and/or Chair – Healthy Rivers to Reef Partnership

Partnership

The Mackay-Whitsunday-Isaac Healthy Rivers to Reef Partnership is now seeking “Expressions of Interest” for the position of Executive Officer– Healthy Rivers to Reef Partnership.

Launched in 2014, the Partnership is a collaboration between community, Traditional Owners, farmers and fishers, industry, science, tourism and government who recognise that more can be achieved by working together rather than as individuals.

The primary purpose of the Partnership is to develop an annual Mackay-Whitsunday-Isaac regional waterway health report card. The report card uses the best independent science and integrates a range of Great Barrier Reef (GBR) wide and regional monitoring programs to measure waterway health in an environmental, social, economic and cultural context. By drawing on information from existing monitoring programs, duplications and gaps can be identified, and more easily communicated information provided to the community in a cost effective way.

The reporting region for the Mackay-Whitsunday-Isaac Partnership includes five regional basins (the Don, Proserpine, Pioneer, O’Connell and Plane), urban areas, the ports of Abbot Point, Mackay and Hay Point, marinas and the adjacent coastal and marine area to the eastern boundary of the GBR Marine Park.

Roles and primary duties

The Executive Officer is responsible for the successful delivery of secretariat and operational functions of the Mackay-Whitsunday Healthy Rivers to Reef Partnership.

The Executive Officer will:

- Maintain and enhance governance arrangements including providing secretariat services for the Partnership.
- Oversee implementation of projects, reports and any contracted works associated with the Partnership, including communications, governance and technical support.
- Maintain, develop and seek out new networks and relationships with members (including new members), stakeholders and the community.
- Promote the Partnership’s profile and reputation.
- Manage the Partnership budget.
- Work closely with the Technical Officers responsible for the design of the program and delivery of the technical information that support the annual report card.



Selection Criteria

Essential Requirements

1. Tertiary qualifications in a relevant field such as Applied Science, Natural Resource Management, Environmental Management, Environmental Science or a related discipline, with a minimum of five (5) years' experience.
2. Demonstrated experience in managing committees and secretariat services.
3. Demonstrated capacity for leadership, project oversight and initiative.
4. Proven ability to maintain and develop networks and relationships with stakeholders and the community including actively seeking out opportunities for new networks and Partners.
5. Excellent written and oral communication skills, including the ability to communicate with and influence a range of stakeholders.
6. High level knowledge or ability to acquire knowledge in waterway monitoring, modelling and reporting, and whole of catchment issues (i.e. environmental, social, economic and cultural).
7. A current class C manual drivers licence.

How you will be assessed

1. Provide a response outlining your suitability for the position based on the selection criteria. Your response should be no more than 2 pages;
2. Attach your current resume (of no more than 4 pages).

The selection panel will assess your ability to perform the work required of the position based on your response and resume and other selection processes which may include an interview.

Further information can be obtained by contacting:

Human Resources

Phone: (07) 4968 4222 or email: hr@reefcatchments.com

Please forward completed applications and selection criteria, to hr@reefcatchments.com by close of business, Monday 5th October 2020.