

## Position description

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Title:	Technical Officer
Tenure:	September 2021 – June 2023
Base Salary:	\$65,000 - \$80,000 salary range (dependant on skillset )
Location:	Proserpine (Mackay may be considered upon application)
Reports to:	Executive Officer – Mackay Whitsunday Healthy Rivers to Reef Partnership

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## Organisation

The Mackay-Whitsunday Healthy Rivers to Reef Partnership (HR2RP) is a collaborative initiative involving government, industry, conservation and community groups to develop and implement a coordinated waterway monitoring and reporting program for the Mackay-Whitsunday region. The Partnership's primary objective is the production of an annual report card that covers five river basins – Don, O'Connell, Proserpine, Plane and Pioneer – and the inshore and offshore marine environments.

Reef Catchments Limited, one of two natural resource management bodies that operate within the reporting region, currently hosts the Partnership. Reef Catchments is a team of skilled and outcome focused people all dedicated to looking after the environment in the Mackay Whitsunday Isaac region. As the Natural Resource Management (NRM) group for the Mackay Whitsunday Isaac region, we facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future. As host, Reef Catchments will provide the day-to-day management for the Technical Officer and the relevant resources and tools to undertake the requirements of the position. Reef Catchments will ensure all WH&S systems and policies are adhered to.

This position will report to the Executive Officer. The Chief Executive Officer of Reef Catchments oversees performance.

## Roles and primary duties

The Technical Officer will work closely with the Partnership team to coordinate all technical activities of the Partnership, the primary output being the annual report card for the region.

The Technical Officer will:

- Develop, collate, synthesise and disseminate technical and scientific information that contributes to the annual report card and other Partnership projects.
- Implement the 5-year work plan to underpin the Partnership's technical work program.
- Work closely with the Partnership's Technical Working Group and the Reef Independent Science Panel to ensure the scientific validity of the reporting framework.
- Produce communication material around the Partnership's Program and its outcomes to technical and non-technical audiences, as per the Partnership's communications and engagement strategy.
- Assist the Executive Officer with developing agendas and taking minutes for Partnership, Management Committee and other meetings as required.
- Manage project work as required and supported by the Partnership.

## Selection Criteria

### Essential Requirements

- Experience in and/or knowledge of one or more of the following technical themes:
  - o Water quality;
  - o Freshwater/estuarine and/or marine fish ecology;
  - o Coral and/or seagrass ecology;
  - o Scientific data analysis and reporting; and/or
  - o Scientific data management
- Demonstrated initiative, problem solving ability and ability to multitask.
- Demonstrated project management skills and experience.
- Strong communication skills and ability to work independently.
- Demonstrated ability to utilise a range of communications tools (e.g. written, verbal) to achieve objectives within a timely manner.
- High-level proficiency in written communication software (Microsoft Word, Outlook/Gmail), spreadsheet design and management (Microsoft Excel) and presentation software (Microsoft PowerPoint).
- Data analysis expertise, particularly the program R
- Ability to record information / outputs from meetings (e.g. taking minutes)

### Desirable

- Experience in communicating complex technical information to different stakeholder groups (e.g. via Microsoft PowerPoint).
- Experience in applying Commonwealth and/or State water quality guidelines. (preference will be given to the application of regional water quality guidelines).
- Working knowledge of the waterways of the Mackay-Whitsunday-Isaac Region (NB this role is primarily office based).

### Other Requirements

- You will need to have a current open manual drivers license.
- Some overnight travel will be required as part of this role (including but not limited to Brisbane, Cairns, Townsville and/or Airlie Beach).

## How you will be assessed

You will be assessed on how you meet the selection criteria listed in this role description. To ensure that sufficient information is provided to allow an informed assessment to be made, you are required to:

1. Provide a response outlining your suitability for the position based on the selection criteria. Your response should be no more than 3 pages; and
2. Attach your current resume (of no more than 4 pages) including names and contact details of at least one referee who has knowledge of your work.

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 that may include an interview and / or work test.

Referees will be contacted to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

Further information can be obtained by contacting:

Bonny Stutsel

Phone: 0457 306 152 or email: [bonny.stutsel@healthyriverstoreef.org.au](mailto:bonny.stutsel@healthyriverstoreef.org.au)

Please forward completed applications and selection criteria, to [hr@reefcatchments.com](http://hr@reefcatchments.com) by close of business, Monday 2 August 2021.