

earthwatch

AUSTRALIA

POSITION DESCRIPTION

Head of Programs

STRATEGIC PURPOSE

The aim of this position is to provide direction and management of Earthwatch scientific programs in Australia and the Asia/Pacific region.

KEY STRATEGIC GOALS

Develop and support high profile environmental and cultural programs that inspire and empower people and business to create positive behaviour change.

KEY ACCOUNTABILITIES

1. Lead the Program team in developing and delivery of Earthwatch's portfolio of citizen science and learning products
2. Ensure the portfolio enables the organization to be positioned as a leader in science experiences that create behaviour change
3. Manage and maintain Earthwatch OH&S field and office procedures to ensure best practice
4. Work closely with the Chief Executive Officer and the Chief Development Officer in business development, partnership proposals/reporting, grant writing and relationship building and management
5. Administrative duties
6. Other duties

KEY ACCOUNTABILITIES

1. *Lead the Programs team in developing and delivery Earthwatch's portfolio of citizen science and learning products*

- i) Oversee delivery of all the EW programs to ensure a high level of quality is provided, and all objectives and milestones of contracts are met
 - ii) Build and manage relationships with corporates, scientists and research institutions
 - iii) Review program portfolio annually
 - iv) Develop and deliver learning programs tailored for corporate partners
 - v) Manage Program teams staff allocation to ensure work load is fair, including overseeing financial management of Programs team, and liaising with Head of Business Operations on human resources matters pertaining to Programs team
2. *Ensuring the portfolio enables the organization to be positioned as a leader in science experiences that create behaviour change*
- i) Work with the Chief Executive Officer and Chief Development Officer in developing new and innovative programs that align with EWA's strategy and vision, as well as partner objectives
 - ii) Work closely with and report to the Scientific Advisory Committee to ensure Earthwatch is supporting reputable scientific projects that have the ability to change behaviour
 - iii) Provide recommendations to the Chief Executive Officer of relevant and pressing environmental topics that may influence EWA's strategy
 - iv) Work with the executive team to continuously manage and improve the monitoring and evaluation plan of impact of EW products
 - v) Liaise with the Impact & Communications team with updated information for stories and news on EWA projects
 - vi) Work with international Earthwatch staff to build global programs that expand our impact
3. *Manage, maintain and oversee Earthwatch OH&S field and office procedures to ensure best practice*
- i) Work closely with EW International to ensure processes streamlined and meet all relevant statutory requirements
 - ii) Oversee and implement all safety materials and safety protocol for EWA ensuring that we meet or exceed international best practice standards
 - iii) Train staff in OH&S procedures
4. *Work closely with the Chief Executive Officer and the Chief Development Officer in partnership proposal/reporting, grant writing and relationship building and management, as well as helping to set and deliver organizational strategy*

- i) Prioritize projects that require funding and work with the other senior management to develop funding strategies
- ii) Contribute to proposal and grant applications as they arise
- iii) Oversee and review the reporting of funded projects
- iv) Attend networking events and conferences to build Earthwatch's reputation and create partnership opportunities

5. *Administrative Duties*

- i) Organize and attend the Scientific Advisory Committee Meetings, including agendas, minutes and liaising with members
- ii) Work with key staff to set annual departmental and project budgets for all project activities and monitor performance against them throughout the year
- iii) Coordinate and present reports to the Board on the Programs Department when and as needed

6. *Other Duties*

- i) Participate as a member of the Incident Management Team
- ii) Undertake other duties as required

MODE OF EMPLOYMENT: Full-time. 3 year contract with potential for permanent position

SALARY: As agreed plus 10% superannuation (with future increases aligned with the Superannuation Guarantee) and 20 days' annual leave

REPORTS TO: Chief Executive Officer

POSITION TITLES THAT REPORT TO THIS POSITION: Field Operations & Events Coordinator, ClimateWatch Coordinator, Biodiversity Manager, Wetlands Program Manager, Programs interns & volunteers

INTERNAL RELATIONSHIPS: Earthwatch employees, Earthwatch office volunteers & interns, Earthwatch international staff, Earthwatch Board, Scientific Advisory Committee

EXTERNAL RELATIONSHIPS: Scientists, Trusts and Foundations, Corporates, Government, NGO Networks, Contractors, Suppliers, Traditional Land Owners & Aboriginal and Torres Strait Islander communities

DELEGATED AUTHORITIES: Financial - In accordance with the Financial Controls Policy