

## POSITION DESCRIPTION

### Strategic Programs Manager

<b>Location</b>	Hobart
<b>Employment Status</b>	Permanent, subject to funding
<b>Salary</b>	\$113,000 to \$119,000 plus superannuation
<b>Last Revised</b>	November 2023

#### Your Impact - Position objective and strategic contribution

This position is a member of the management team that contributes to the implementation of NRM South's Corporate Plan and [2030 NRM Strategy for Southern Tasmania](#).

The position purpose is to provide leadership and strategic thinking as well as developing collaborative action for the program area, related to protected natural values, and sustainable livelihoods and lifestyles.

#### Who we are

NRM South is one of three natural resource management bodies in Tasmania and forms part of a national network of 54 similar bodies.

We value diversity and inclusiveness; we believe people perform at their best by being their total selves.

NRM South is a values driven organisation, we want people who:

- love to innovate,
- pursue excellence in their work,
- are passionate about natural resource management
- who love to collaborate with other like-minded people, and
- value achieving outcomes that benefit the Tasmanian people and its environment.

NRM South is a not-for-profit organisation, with an office located in Hobart. NRM South's vision is to facilitate *collaborative action for healthy landscapes and seascapes, protected natural values, and sustainable livelihoods and lifestyles*.

The NRM South Board is responsible for oversight of the organisation, setting and monitoring the strategic direction, and ensuring that the organisation meets all governance requirements.

#### Focus areas

At NRM South, we have four focus areas:

##### **FOCUS AREA 1. PEOPLE**

We will strive to provide clear direction, expectations, rewards, and support to motivate our people to overcome barriers and deliver our performance expectations.

##### **FOCUS AREA 2. SYSTEMS**

We will embrace contemporary systems, facilities, technology and equipment to support effective decision making and business activities.

##### **FOCUS AREA 3. FINANCES**

Our ambition is to strengthen and diversify our financial position, and to pursue strategic growth that enables us to best implement the 2030 NRM Strategy for Southern Tasmania.

**FOCUS AREA 4. PERFORMANCE**

We will plan, resource, measure, and continuously improve our activities to build and maximise our organisational performance.

**What the position looks like – Position overview**

In leading NRM South’s Strategic Programs, the position will provide strategic and operational direction for the 2030 NRM Strategy for Southern Tasmania, and critical cross-portfolio projects and priorities including emergency preparedness and climate adaptation, First Nations programs, natural capital approaches, and strategic partnerships.

The position will also act as a management team member and collaborate with other managers to achieve NRM South objectives, and achieve best-practice project governance outcomes. The position will act as NRM representative in significant stakeholder forums. The Strategic Programs Manager is required to research, evaluate, recommend, and implement agreed best practices that may be appropriate to NRM South outcomes and effectively manage deadlines and activities to ensure high quality, timely and consistent delivery of outcomes.

**Who you will be working with**

<b>Supervisor</b>	CEO
<b>Direct Reports</b>	1 (TBC)
<b>Other</b>	<p>The Strategic Programs Manager will form professional, strong working relationships in a leadership role with:</p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Collaboratively with the management team and the program team</li> <li>• Working relationship with all other NRM South staff and Board</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• State and Federal Government offices and representatives,</li> <li>• NRM organisations nationally,</li> <li>• External expertise and agencies,</li> <li>• Industry and peak industry associations,</li> <li>• University, higher education and research organisations,</li> <li>• Funding providers</li> <li>• Community and general public</li> </ul>

**What we expect of you - Key accountabilities**

The Strategic Programs Manager is accountable to the CEO for the delivery and performance of key strategic initiatives within the organisation; the role will also drive best practice in relevant domains including stakeholder engagement, project management, business development, insights and analytics, and services delivery to ensure outcomes are achieved on time and within budget.

The position is expected to utilise leadership, initiative and professional skills, knowledge, and experience to prioritise activities and proactively manage own workload to meet agreed timelines.

### What you will do - Key Duties and responsibilities

<p><b>1.Strategy</b></p>	<ul style="list-style-type: none"> <li>• Provide strategic thinking and direction to the management and program teams</li> <li>• Develop strategic positioning and organisational support for identified opportunities, such as resourcing and capability development.</li> <li>• Contribute to the successful development and implementation of NRM South’s strategies – including regional and corporate strategies.</li> <li>• Assist with identifying new project and funding opportunities by developing operational strategy, project concepts and applications for funding.</li> <li>• Analyse issues and develop strategies and solutions to ensure NRM South’s key programs are delivered to a high standard.</li> <li>• Oversee project governance requirements, across all program portfolios.</li> </ul>
<p><b>2.Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Identify and reinforce processes, procedures and best practice (e.g. Quality Assurance, Adaptive Management, and Risk Management) to create an environment of continuous improvement.</li> <li>• Provide expert advice on operational activities ensuring consistency with government policy and legislative requirements.</li> <li>• Ensure that projects are managed within an adaptive management framework</li> </ul>
<p><b>3.Stakeholder Relations</b></p>	<ul style="list-style-type: none"> <li>• Proactively establish and maintain positive, productive relationships with partners, industry, government and other stakeholders.</li> <li>• Actively developing new collaborations, funding opportunities, and mutually beneficial stakeholder relationships.</li> <li>• Identifying risks and opportunities in the external stakeholder environment.</li> <li>• Assist with the development of stakeholder identification and engagement strategies.</li> <li>• Positively represent NRM South on committees, at high level meetings and events.</li> </ul>
<p><b>4.Strategic Programs Management</b></p>	<ul style="list-style-type: none"> <li>• Leadership of key strategic initiatives and programs within NRM South including but not limited to: cross-portfolio projects and priorities in emergency preparedness and climate adaptation, First Nations programs, natural capital approaches, and strategic partnerships.</li> <li>• Lead implementation and reviews of the <i>2030 NRM Strategy for Southern Tasmania</i>.</li> <li>• Ensuring all strategic initiatives deliver agreed outcomes, milestones and reporting outcomes to agreed deadlines.</li> <li>• Effectively utilising the knowledge and expertise of the organisation to ensure project outcomes are optimized and delivered effectively.</li> </ul>

	<ul style="list-style-type: none"> <li>• Establishing good governance to monitor performance and risk.</li> <li>• Comply with all financial, legal and administrative requirements for any projects and broader strategic initiatives.</li> <li>• Provide cost tracking of strategic initiatives and associated projects.</li> </ul>
<b>5.Communications</b>	<ul style="list-style-type: none"> <li>• Develop key strategic communications including information and marketing materials in accordance with organisational plans and any contractual obligations.</li> <li>• Ensure that project communication requirements of governments are achieved.</li> <li>• Manage internal communication within the program.</li> <li>• Ensure all documents are consistently of a high quality and standard.</li> </ul>
<b>6.Team Development</b>	<ul style="list-style-type: none"> <li>• Providing and/or organizing leadership support for any direct reports and contractors across in the program</li> <li>• Contribute to the leadership of a culture that fosters mutual team support and proactive engagement with broader organisational objectives.</li> <li>• Mentor staff, as appropriate, and manage training and development plans for direct reports.</li> <li>• Conduct performance reviews and assist staff with their development.</li> <li>• Participates fully in organisational activities and team meetings.</li> <li>• Adhere to WHs policies and prepare WHS documentation for field activities.</li> <li>• Manage sub-contractors in accordance with contractual requirements.</li> </ul>
<b>7.Other Duties</b>	<ul style="list-style-type: none"> <li>• Oversee and monitor and ensure other commitments are met, e.g. environmental sustainability, partnerships, monitoring, First Nations, community groups, and the general public.</li> <li>• Fulfil other duties as required by management and other department personnel as requested/required within capabilities, experience and responsibilities</li> </ul>

### What you are really good at – Position Criteria

<b>1. Knowledge – What you need to know</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in environmental management, natural resource management, agriculture, or a related discipline, or minimum of 5 years' experience in a similar role.</li> <li>• Strategic options available within program areas – including emergency preparedness, climate adaptation, First Nations engagement and partnership approaches, building and maintaining strategic NRM networks, natural capital accounting, and strategic planning, implementation and review.</li> <li>• A sound understanding of natural resource management and the functioning of natural ecosystems.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ideally understand not-for-profit organisations and working within government and corporate funding environments.</li> </ul>
<b>2. Experience – What have you done</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of environmental management issues confronting industry, and managers, and communities of Tasmania.</li> <li>• Experience in stakeholder engagement, including developing and maintaining positive and productive relationships with diverse groups.</li> <li>• Experience in best practice project governance, the design, management, and delivery of natural resource management projects, and education and training activities.</li> <li>• Five years’ demonstrated experience in natural resource management and the functioning of ecosystems, strategic planning, grant writing and acquittals.</li> </ul>
<b>3. Behaviours – What can you do</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with the ability to work independently, use initiative, prioritise workloads.</li> <li>• Develop a small team and manage broader team relations.</li> <li>• Demonstrate compatibility with a leadership role.</li> <li>• Able to plan, prioritise, budget, monitor, report and adaptively manage projects to achieve outcomes and objectives.</li> </ul>
<b>4. Personal Qualities – Who you are</b>	<ul style="list-style-type: none"> <li>• Demonstrated leadership skills operating in a dynamic work environment.</li> <li>• Demonstrated evidence of effective interpersonal communication.</li> <li>• Current class C driver’s licence.</li> <li>• Australian citizen or resident.</li> <li>• Commitment to high standards of WHS.</li> </ul>

## How to apply

For further information please contact the Business Development and Operations Manager – Todd Nation on 0408 319 198 or via email at [admin@nrmsouth.org.au](mailto:admin@nrmsouth.org.au).

Applications **must** include:

- A statement addressing all selection criteria (including desirable criteria) – no more than a total of 4 pages. Please ensure that your responses include specific examples to demonstrate how you meet each criterion.
- A current and concise resume/Curriculum Vitae
- Details of two professional referees.

Download the Position Description and Selection Criteria from [www.nrmsouth.org.au/jobs/](http://www.nrmsouth.org.au/jobs/)

Send your application to [applications@nrmsouth.org.au](mailto:applications@nrmsouth.org.au)

Applications must be received by midnight 3 December 2023. Late applications may not be considered.