

# Position Description

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|------------------------|------------------------------------------------------------|
| <b>Position Title</b>  | Waterways and Wetlands Project Officer                     |
| <b>Position Number</b> | TBC                                                        |
| <b>Section</b>         | Environment – Biodiversity and Natural Resource Management |
| <b>Salary Level</b>    | 7.1                                                        |
| <b>Reports to</b>      | Team Leader Biodiversity                                   |

## POSITION OBJECTIVES

The Waterway and Wetlands Project Officer will be responsible for coordinating and delivering projects, programs and activities that protect, restore and enhance Norfolk Island waterways, wetlands and associated catchments.

The position supports implementation of the Norfolk Island Waterway and Wetland Strategy 2026–2036 through delivery of grant-funded projects, stakeholder engagement programs, environmental monitoring activities and on-ground restoration works. The role contributes to sustainable freshwater ecosystem management and supports improved water quality, biodiversity outcomes, climate resilience and community stewardship.

Working closely with landholders, community groups, government agencies, contractors, volunteers and other stakeholders, the position develops practical partnerships and delivers environmental outcomes that support Norfolk Island Regional Council 's strategic and operational objectives as they relate to management of the waterways and wetlands.

## KEY ACCOUNTABILITIES

### 1. Project Delivery

- Coordinate implementation of priority actions identified in approved strategy and grant-funded work programs.
- Prepare practical project plans, implementation schedules and site activity plans.
- Coordinate on-ground works such as riparian revegetation, wetland rehabilitation, weed management, habitat enhancement, erosion and sediment control, fencing and stock exclusion projects.
- Liaise with contractors, suppliers and volunteers to support efficient delivery of project activities.
- Assist with procurement documentation, quotations, purchase requests and contract administration in accordance with Council procedures.
- Maintain project files, site records, photographs, monitoring information and other evidence required for reporting and acquittal.

### 2. Stakeholder Engagement

- Develop and maintain respectful working relationships with landholders, leaseholders, residents, community groups, government agencies and environmental organisations.
- Plan and support workshops, community education activities, field days, stakeholder meetings and site visits.
- Support volunteer and citizen science participation where appropriate and within Council safety and supervision requirements.
- Prepare clear communication materials, project updates and correspondence for internal review.
- Represent Council professionally when engaging with stakeholders and the community.
- Maintain professional, impartial and respectful conduct in all stakeholder and community interactions, recognising Norfolk Island's small-community context. This includes maintaining confidentiality, declaring and managing actual, perceived or potential conflicts of interest, and ensuring Council information and decisions are handled fairly and consistently.

### 3. Monitoring and Reporting

- Assist with environmental monitoring programs for waterways, wetlands, restoration sites and catchment improvement activities.
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- Collect, organise and maintain environmental data, photographs, maps, site inspection notes and project evidence.

- Prepare monitoring summaries, progress reports, milestone information, acquittal inputs and briefing notes.
- Ensure project activities, records and reporting support compliance with grant funding conditions, milestone requirements and acquittal obligations.
- Identify project risks, delivery constraints, environmental issues and opportunities for improvement.
- Contribute to adaptive management by recommending practical changes to project delivery based on monitoring results and stakeholder feedback.

#### **4. Administration and Governance**

- Maintain accurate records in Council systems in accordance with records management requirements.
- Monitor allocated project expenditure and assist with budget tracking.
- Support preparation of grant applications, business cases and funding proposals.
- Comply with relevant Council policies, procedures, delegations and procurement requirements.
- Comply with Council's Work Health and Safety requirements, including fieldwork safety procedures, risk assessments, safe use of equipment, incident reporting, PPE requirements and safe interaction with contractors, volunteers and community participants.
- Contribute to reporting for Council, funding bodies and internal management as required.

### **CORE COMPETENCIES**

- Experience coordinating or delivering environmental, conservation, restoration, catchment management or natural resource management projects
- Experience preparing reports, documentation and stakeholder correspondence
- Experience working independently, managing priorities and meeting deadlines
- Understanding of waterway, wetland and catchment management principles
- Sound project planning and organisational skills
- Strong written and verbal communication skills
- Ability to engage effectively with landholders and community stakeholders
- Ability to collect, organise and maintain environmental information
- Competence with Microsoft Office applications
- Ability to work safely in field environments

### **QUALIFICATIONS AND LICENCES**

#### **Essential**

- Degree, diploma or equivalent qualification in Environmental Science, Natural Resource Management, Ecology, Conservation, Geography or a related discipline
- Demonstrated equivalent experience in environmental project delivery may be considered where formal qualifications are not held
- Current unrestricted Class C Driver Licence

#### **Desirable**

- Knowledge of Norfolk Island environmental values and natural resource management issues.
- Experience administering grant-funded projects
- Environmental monitoring and field data collection experience
- GIS or mapping experience
- First Aid Certificate
- Chemical User Accreditation
- Experience coordinating environmental volunteers

### **ACKNOWLEDGEMENT**

This position description and associated information is not to be considered as a comprehensive, complete and/or exhaustive list of responsibilities and accountabilities; it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time, and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team.