

Murraylands and Riverland Landscape Board

Position Description

Project Officer Community Engagement P47319

Tenure: Term contract

Classification: ASO4

Hours of work: Fulltime (37.5 hours/week)

Reports to: Senior Project Officer Citizen Science and Community Engagement

Direct reports: nil

The Murraylands and Riverland Landscape Board promotes diversity, and flexible ways of working including part time hours and opportunities to work from home. Applicants are encouraged to discuss the flexible working arrangements for this role by contacting the hiring manager for this role.

About the role

The project officer will support the region's volunteers and community groups to increase their participation in activities that contribute to improving the landscape of the Murraylands and Riverland region. The project officer will ensure that volunteers are supported to work effectively and safely. The project officer will also assist other staff members to effectively engage with regional communities, including by coordinating events and workshops.

About the Murraylands and Riverland Landscape Board

The Murraylands and Riverland Landscape Board is a statutory body with a focus on enhancing, conserving, and sustaining the landscapes of our impressively diverse region. Spanning vast natural environments and productive agricultural lands, our foremost focus is to collaborate with the region's communities across projects that empower people to be at the heart of landscape management.

Our teams work across projects to conserve native flora and fauna, manage pest plants and animals, and improve the health of the wetlands and floodplains along the River Murray. Our sustainable agriculture team works to drive on-farm productivity, while our engagement team collaborates with First Nations, young people, volunteers and citizen scientists to build the skills and capacity of our greatest asset – our people.

Frontline staff are supported by a dynamic team of professionals working behind the scenes in roles ranging from finance and governance through to communications, planning, information management, monitoring and evaluation, investment support and more, working as one team to deliver for our region.

The landscape board employs around 85 staff with offices located in Berri and Murray Bridge, with satellite sites in Lameroo, Cambrai, and Karoonda.

Find out more about the [role of the landscape board and the work we do](#).

About our culture

People are at the heart of everything we do. Whether it's engaging with the region's landholders or creating a supportive environment for our staff, people are always at the forefront.

Reflecting this is an organisational culture that nurtures, empowers and develops staff to create real impact through the work they do. Landscape board employees' skills are developed through ongoing training, education and mentoring opportunities, and leadership programs with the opportunity to grow through promotional opportunities. We offer highly flexible working conditions including the ability to work from home and schedule your work around personal commitments.

Key results of the position

- Support the Communications and Engagement team, and other board staff, to plan, initiate and conduct community engagement activities to engage and motivate stakeholders.
- Innovative thinking and approaches to community engagement are implemented to foster collaboration and participation in landscape management within the community.
- Work closely with the region's volunteers and community groups, and ensure volunteers are recognised and supported to work effectively and safely.
- Effective communication and working relationships are established with local and state government agencies, the community and other key stakeholders.
- A range of administration and reporting functions are undertaken and maintained.
- Contribute to a safe workplace by accepting responsibility for own and others' safety, identifying and reporting hazards, and participating in consultation about health and safety matters.

Key relationships

- Murraylands and Riverland Landscape Board employees and board members
- External stakeholders and customers.
- Volunteer network
- Local and State Government agencies and non-government organisations.

Special conditions

- Position is based at either Berri or Murray Bridge
- A current minimum class C driver's licence is required.
- Appointment will be subject to a satisfactory criminal history check and DHS Working with Children Check.
- Will have the opportunity to participate in fire management or associated duties
- Weekend and out of hours work for events will be required with time off in lieu provided.
- Some intrastate travel involving overnight absences from home may be required.
- Required to participate in the Murraylands and Riverland Landscape Board's Performance Development and Review Program.

Key selection criteria

Knowledge, skills, abilities and experience

- Demonstrated ability to work under limited direction, utilising initiative and judgement where procedures are not clearly defined.
- Strong planning and organisational skills to effectively manage and deliver priorities. =
- Excellent written and verbal communication skills, and ability to confidently talk to the public in an inclusive manner appropriate to the audience.
- Excellent approach to customer service and an ability to negotiate successful outcomes.
- Experience in planning, promotion and delivery of community engagement projects, programs and events.
- Knowledge of the principles and best practices of community engagement.
- Experience in project administration including records management and reporting.

Desirable:

- Has a broad understanding of legislation that guides and supports the activities of volunteers, including work, health and safety.
- Demonstrated ability to interpret scientific or complex information and use this to prepare material that a community-based audience will understand.
- Experience working with First Nations people is highly desirable.

Qualifications / Education

- A current First Aid Certificate is desirable.

Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace.
- Acknowledge and respect the cultural authority of Aboriginal and Torres Strait Islander people in line with the Landscape SA Aboriginal and Torres Strait Islander Statement of Commitment.

Division:	Landscapes SA	Date approved:	
Branch:	Murraylands & Riverland Landscape Board	Classified by:	