

JOB TITLE Agricultural Project Officer

DATE 6th March 2023

REPORTS TO Executive Officer

JOB DESCRIPTION

Purpose of role The Agricultural Project Officer will work with landholders, advisors and farming systems groups to support sustainable and profitable agricultural systems, improved livestock welfare and natural resource management outcomes.

Main duties and responsibilities Core objectives include:

- Scope and develop project proposals and funding applications that meet the needs identified by the WMLIG membership base and strategic plans.
- Seek funding opportunities for pilot programs and act as an interface between landholders and funding streams.
- Execute and manage a series of pre-scoped projects to a high standard within budget restrictions and time frames.
- Communicate effectively with key stakeholders and coordinate working groups and committees associated with projects.
- Develop and maintain relationships with partner agencies, bodies, groups and individuals.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes.
- Undertake research and analysis, identifying trends and preparing project briefs to support informed decision making and planning.
- Conduct governance audits of project plans, contracts and supporting material.

The above list is not exhaustive, and the role may change to meet the overall objectives of the company.

Other duties Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications / Experience • Demonstrated experience and or qualification in Agricultural Science/project management.

Skills & competencies • **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.

• **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.

- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach.
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.
- Positive approach to change.

Other

- High level interpersonal, written and verbal communication skills.
- High level of digital literacy and advanced skills in Office 365.
- Valid Australian Drivers licence

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

KEY SELECTION CRITERIA

1. Demonstrated experience and/or qualifications in Project Management or Agricultural Science
2. High-level interpersonal, written and verbal communication skills
3. Ability to take initiative and work undirected as well as work effectively in a team environment and build partnerships with agencies, bodies, groups, and individuals.
4. Financial and time management skills required to administer projects.
5. High level of digital literacy and advanced skills in Microsoft Office suite
6. Must hold a Valid Australian Driver's Licence.

Application Advice

WMLIG is an organisation committed to ongoing professional development and invites applications from individuals who are motivated to learn. If you are interested in this position but unsure that you meet all selection criteria, we would still like to hear from you.

How to apply

Please send the following documents to admin@wmlig.org:

- A **resume** outlining your relevant experience, skills, and education.
- A **covering letter** outlining your interest in the role. Please address this letter to Executive Officer Roger Knight.
- A **key selection criteria response** (approx. two pages), addressing each of the seven criteria detailed above. We recommend that you provide applied examples of your working experience to address these criteria