**POSITION OUTCOME STATEMENT**

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| **POSITION TITLE:** | Project Support Officer – Healthy Environments | **HOURS/WORK PATTERN:** | Part time to Full time (negotiable)  (22.8 - 38 hours) |
| **WORK STREAM:** | Project | **CONTRACT STATUS:** | Contracted Fixed Term – 6 months |
| **ROLE DESCRIPTION:** | Project Support Officer | **LOCATION:** | Wheatbelt NRM, Northam. |
| **REPORTS TO:** | Program Manager – Healthy Environments | **Date of Last Review:** | November 2017 |

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| **POSITION OVERVIEW**  *State the overall purpose of the role* | | | |
| This position provides support to the Healthy Environments program, and will operate to support the team through various specifically directed tasks, in the delivery of project outcomes, under the direction of the Program Manager, Healthy Environments. | | | |
| **TECHNICAL/SPECIALIST SKILLS** | | | |
| Understanding of the natural environment of the Wheatbelt NRM | | | |
| **STAFF RESPONSIBILITY**  *Enter the numbers of staff with position titles that the employee will have responsibility for* | | | |
| **Direct: Nil** | | **Indirect: Nil** | |
| **BUDGET AUTHORITY**  *Any budgetary responsibilities with amounts and level of authority* | | | |
| **Amount:** Nil | | **Level of Authority:** Nil.  Responsible for the assigned project functions to operate within the approved project budget. | |
| **SUPERVISION REQUIRED**  *Please select the relevant section* | | | |
| **1. Close Supervision –** where the employee performs a variety of assigned tasks according to procedures/processes and work is checked regularly. | **X** | **3. General Supervision –** where the employee operates within procedures for performance of a variety of duties; or performs complex duties within established policy/procedural guidelines. |  |
| **2. Supervision -** where the employee performs a variety of routine tasks within established procedures/processes or by referral to a manager. |  | **4. Direction –** where the employee establishes the procedures for achieving goals and objectives in a broad area of work. Only the final results of work done would be typically reviewed. |  |

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| **KEY RESULTS AREAS**  The following are the Key Result Areas for this position, carried out under the supervision of Program Manager – Sustainable Industries, in an accurate, timely and professional manner.  These Key Result Areas and their outcomes will form the basis of the annual performance and development reviews: | | | | |
| **KEY RESULTS AREAS** | | **OUTCOMES** | | |
| **Project Implementation**  Provide efficient and effective support and assistance across a range of program/project or corporate activities | | * Uses Wheatbelt NRM procedures and processes to deliver activity contributing to strategic objectives of the organisation. * Delivers planned activities as designated in project plans * Project activities delivered with the majority of milestones met on time and to budget * Identifies action on issues and risks affecting achievement of targets. * Cooperation with partners and networks to achieve deadlines. * Participates in planned program and project meetings * Cooperation with partners and networks, particularly participating landholders/landholder groups * Field tasks delivered to support on ground activities | | |
| **Business Planning and Development**  Contributes to achievement of annual organisational business development goals | | * Supports business development opportunities to deliver the strategy of the organisation. * Supports Wheatbelt NRM relationships with the community | | |
| **Community Engagement**  Assists with project promotional material development  Engages community in Wheatbelt NRM Initiatives | | * Key Stakeholders (internal and external) are engaged and participating * Improved access to information and knowledge and skills in the community * Increased community participation in project activities * Engage the community in the strategic direction of the organisation * Communication tools deliver on the strategic direction of the organisation | | |
| **Information and Knowledge Management**  Contributes to the effective collection and storage of project | | * Information collected to manage key activities * Information managed through spatial data base * Data used to promote project and inform works plan * Information used to identify project progress | | |
| **Governance**  Contributes to the effective and efficient governance and administration of projects | | * Contributes to achievement of Wheatbelt NRM Strategic objectives * Takes responsibility for administration tasks related to project activities * Collaborates with team members to ensure program outcomes are achieved | | |
| **Personal Integrity Advocacy Equity and Ethical behaviour**  Exemplify leadership in the workplace through demonstrating a team ethic and appropriate representation of the organisation | | * Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work. * Applies the guidelines and principles of the Wheatbelt NRM Code of Ethics and Code of Conduct. * Shares knowledge and experience with other Wheatbelt NRM staff and others less experienced through coaching and development. * Performs other duties as required. * Demonstrates and manages a high level of ethical behaviour | | |
| **Other** | | * Other duties as directed. | | |
| **SPECIAL CONDITIONS & OTHER DUTIES** | | | | |
| Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.  Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace.  This Position Outcome Statement is indicative of the nature and level of responsibility associated with the position. It is not exhaustive and the employee may be required to undertake such other duties as may be required by the Chief Executive Officer to meet the needs of the Wheatbelt NRM. | | | | |
| **ACKNOWLEDGEMENT** | | | | |
| I acknowledge that I have read and understood the key result areas described in this Position Outcome Statement and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that, at times, I may be required to undertake other duties relevant to this position that are not listed in this statement. I have received a copy of this Position Outcome Statement. | | | | |
| **Employee Name:** |  | | | |
| **Signature:** |  | | **Date:** |  |
| **Manager Name:** |  | | | |
| **Signature:** |  | | **Date:** |  |