



Victorian National Parks Association Inc.

Level 3, 60 Leicester Street Carlton Vic 3053,
Tel: (03) 9347 5188, Fax: (03) 9347 5199
Email: vnpa@vnpa.org.au website: www.vnpa.org.au

ReefWatch Project Officer

POSITION DESCRIPTION

Job Title: ReefWatch Project Officer
Location: 'Green Building' at Level 3, 60 Leicester Street, Carlton
Status: 2 years fixed-term, 0.6EFT, 3 days/week
Grade: Conservation Officer Grade 2 (Year 1 to 8) – subject to skills & experience
Salary Range: \$51,937 - \$69,110 + Superannuation (pro-rata) – subject to skills & experience
Probation: A three-month probation period applies
Reports to: ReefWatch Coordinator
Direct Reports: None

About the VNPA

The Victorian National Parks Association has been one of the State's leading nature conservation organisations for over 65 years. VNPA has been instrumental in the establishment of Victoria's national parks and conservation estate and is equally concerned with the management of this system as well as the conservation of nature across the whole state.

The VNPA vision is for Victoria as a place with a diverse and healthy natural environment protected, respected and enjoyed by all. In addition to conservation programs and advocacy the VNPA runs programs to encourage enjoyment of nature through bushwalking, tours, community education, citizen science and other means.

The VNPA is a not-for-profit, membership based, community organisation. The Association is supported by a small number of professional staff and a large base of volunteers, members and supporters.

Position Objective

Reporting to the ReefWatch coordinator, the ReefWatch Project Officer is responsible for supporting the delivery of the ReefWatch program, this includes assisting with the Great Victorian Fish Count, Sea Slug Census and OysterWatch projects. This will involve tasks such as organising community group involvement in projects, managing data and preparing reports.

The ReefWatch program involves developing and running marine citizen science projects in Victoria. The VNPA, in collaboration with Museums Victoria, has been running the ReefWatch marine citizen science program for more than fifteen years. The aims of the program are to:

- Develop strong scientifically based community monitoring projects of marine and coastal environments in Victoria in partnership with scientists, community and managers
- Provide meaningful data to marine managers and scientists for management, planning and research purposes
- Provide interesting opportunities for community members to collect and provide data, connect with and learn about marine and coastal environments
- Support and strengthen community ownership of marine and coastal habitats

In addition to the ReefWatch program, the project officer will work with other VNPA project areas to involve and engage the community in the VNPA and nature conservation.

Summary of Duties

Support the delivery of the ReefWatch program through carrying out key tasks including:

- Organise, equip, train and support community participation in projects using ReefWatch models of engagement, training and promotion
- Organise project logistics
- Manage incoming data using existing data management systems
- Prepare project reports
- Support the ReefWatch coordinator and other VNPA staff to promote and communicate project outcomes to various platforms
- Prepare risk assessments for projects and activities
- Provide support to involve, educate and engage the community in nature conservation with the VNPA
- Be an active and contributing member of the VNPA staff team
- Contribute to ensuring that VNPA is a safe and healthy workplace
- Other duties as required
- Act at all times in accordance with the VNPA Code of Conduct
- Observe relevant OH&S procedures and organisational policies and procedures
- Work collaboratively with all staff, volunteers and contractors
- Support a child safe organisation by being respectful to children and young people and to comply with relevant legislative requirements

Selection Criteria

Essential skills and qualities

- Demonstrated commitment to the vision and mission of the VNPA
- Demonstrated knowledge and skills in marine monitoring methods and management of ecological data
- Demonstrated experience in training or working with community groups/ commercial operators (e.g. dive stores) particularly in an outdoor/marine environment
- High level written and verbal communication skills, including the ability to prepare written reports, promotional material, correspondence and presentations for a variety of audiences
- Experience in operating within organisational OH&S and risk minimisation strategies
- Ability to work individually, as part of a team and collaboratively with multiple organisations

- High level organisational, administrative ability and computer knowledge e.g. word processing, databases etc.
- A current Victorian driver's license

Desirable skills and experience

- Appropriate tertiary qualifications or equivalent advanced knowledge and skills

General conditions

Staff are subject to:

- Probationary period of 3 months at commencement of employment.
- Performance review as part of the VNPA Performance Appraisal Process (currently annual).
- Feedback from Manager and key relationships relevant to position.

General information

The position will be based at the VNPA Melbourne Office, which is based in the award winning 'Green Building' at Level 3, 60 Leicester Street, Carlton. Location of place of work is not negotiable.

The position is 3 days per week (22.5 hours). This is a 24 month, fixed-term position.

This is a Conservation Officer Grade 2 position as per the VNPA Certified Collective Agreement.

The position reports to the ReefWatch coordinator and is subject to a satisfactory annual performance review.

VNPA staff work under an Enterprise Employment Agreement. VNPA is a flexible work place. There is no provision for payment of overtime, however, time off in lieu is offered for any additional hours worked up to 10 days and additional 'shut-down' leave is offered between Christmas and New Year. The VNPA Agreement provides for 4 weeks annual leave.

Contact

For enquiries please contact Manager Community Learning and Engagement, Caitlin Griffith on 93416508, caitlin@vnpa.org.au or Kade Mills ReefWatch coordinator on 93416519, kade@vnpa.org.au

How to apply

1. Prepare your application including:

- A statement clearly addressing each of the Selection Criteria listed above. Applications that do not address the selection criteria will not be considered.
- Your resume
- Cover letter (optional)

2. Send your application to the VNPA

- By email to heath@vnpa.org.au OR
- By post to:
Private & confidential
ReefWatch Project Officer Application

Attention: Heath Rickard
Victorian National Parks Association
Level 3, 60 Leicester Street
CARLTON VIC 3053

Applications close

5pm Monday 4th June 2018 – late applications will not be considered.

For further information about the Victorian National Parks Association please refer to our website
www.vnpa.org.au.

Last updated May 2018