

Position Description

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| Position title | Project Coordinator – Sustainable Beef |
| Department | Conservation |
| Location | Brisbane preferred |
| Position title of supervisor | Program Manager – Sustainable Agriculture |
| Position title(s) which also report to supervisor | N/A |
| Positions titles that report to this position | N/A |
| Hours | 40 hours per week |
| Award coverage and grade (if applicable) | N/A |
| Job matrix group and level | Conservation Level 7 |
| Contract period | 2 years |
| Date position description approved | December 2011 |
| Approved by | People & Organisation Development Director |

Purpose of the Position

The position provides technical expertise to support improved beef husbandry practices that reduce the ecological footprint of beef production, including impacts on the Great Barrier Reef (GBR). The position works closely with the Australian Roundtable for Sustainable Beef (ARSB) and its various subcommittees to define sustainable beef production practices and to facilitate their widespread adoption. The position develops and manages relationships and partnerships with key stakeholders in Australia and globally to promote Best Management Practices in beef production and supports initiatives that will improve water quality and biodiversity outcomes on the Great Barrier Reef catchment.

Organisational Context of Position

WWF-Australia is Australia's leading national not-for-profit conservation organisation and is part of the global WWF network. Our vision is to ensure that Australia's biodiversity and that of our region is managed to protect its ecological integrity to ensure its long term survival and productivity, its sustainable development and for the continued enjoyment of all Australians. We recognise that these natural resources underpin the Australian and world economies and sustain our communities. As one of Australia's leading non-government organisations (NGOs), WWF-Australia prides itself on being at the forefront of contemporary thinking on conservation, fundraising and responsible corporate governance.

In order to achieve our purpose – the conservation of nature – WWF-Australia supports and conducts environmental research, education and community capacity building, on-ground projects, policy analysis and research, and encourages all sectors of society – individuals, communities, the private sector and government – to adopt world's best practice environmental principles, practices and policies. WWF-Australia does not engage in activities that include supporting a political party, seeking to persuade members of the public to vote for or against particular candidates or parties in an election, participating in party political demonstrations, or distributing material designed to underpin a party political campaign.

Nature and Scope of Position

a) Key Accountabilities

- Represents WWF-Australia positions and provides technical conservation and scientific expertise to the Australian Roundtable for Sustainable Beef (ARSB);
- Identifies strategic opportunities and engages with beef industry and other stakeholders to promote the adoption and implementation of Best Management Practices (BMP) in beef production;
- Develops networks with relevant external experts from academia, policy and management to ensure the highest level of technical expertise and scientific credibility is utilised to support WWF's strategic objectives;
- Develops and expands networks with the ARSB, the beef production community and other relevant stakeholders to reduce the impact of beef production on the GBR, improve water quality and biodiversity outcomes;
- Coordinates and supports the ARSB to ensure the development of best practice standards for beef production within the agreed timeframe;
- Represents WWF-Australia on the ARSB to ensure that proposed strategies are consistent with WWF's Market Transformation objectives and approach;
- Identifies strategic opportunities to engage with business and community stakeholders to promote the adoption of BMP in beef production and along the supply chain;
- Communicates with WWF-Australia conservation, Marcomms and Fundraising staff to coordinate funding opportunities, build the profile of WWF-Australia and its partnerships across a broad range of audiences while adhering to WWF brand values and guidelines;
- Works constructively in alignment with WWF-Australia's values and Acts with Integrity, is Knowledgeable, Optimistic, Determined and Engaging;
- Complies with all WWF-Australia policies and procedures and statutory obligations as amended from time to time;
- Actively contributes to Integrated Delivery Teams and is accountable for delivery as described in the individual work plan;
- Complies with all occupational health and safety, security child protection and equal employment opportunity initiatives to contribute to a safe, healthy, equitable and ethical workplace;
- Participates in the WWF performance management program including regular performance reviews and prepare and work in accordance with an individual work plan;
- Works in accordance with management directions.

b) Challenges/Problem Solving

Challenges for the position include:

- The geographically dispersed nature of WWF staff nationally and internationally requires strong people and project management skills and a flexible attitude;
- Interacting and building position relationships with a broad range of stakeholders some of whom may hold views that are contrary to WWF's positions requires judgement and the ability to adapt, engage and communicate appropriately;
- Influencing the adoption of BMP with a range of beef production stakeholders requires strong relationship and advocacy skills.

c) Decision Making

The position:



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- Works with a high degree of autonomy in the day-to-day methods and procedures used for advocating WWF's position with the key stakeholders within the agreed workplan and in accordance with WWF-Australia's policies, particularly Advocacy with Excellence;
- Collaborates with the Conservation, Marcomms and Fundraising teams to ensure a whole of organisation approach aligned with WWF-Australia's strategic objectives;
- Refers media releases, submissions, publications and presentations to the National Manager – Markets, Sustainability and Business Partnerships for approval;
- Consults with the Program Manager – Sustainable Agriculture, before implementing major changes to work processes;
- Refers requests for major expenditure, travel, 'All Staff' emails, complex or unusual issues to the Program Manager for approval;
- Through the Program Manager, seeks CEO approval for international travel.

d) Communication

Teamwork is the preferred way of working within WWF and this necessitates regular communications with other staff. The position communicates:

- Regularly with the Manager on the delivery of the agreed work plan objectives;
- Regularly with Integrated Delivery Teams to contribute to the delivery of strategic goals;
- Regularly with team members, including formal meetings on planning, coordination and integration of activities;
- Regularly with WWF staff based internationally to maintain relationships with decision makers and colleagues across the global WWF network;
- Regularly with ARSB.

Selection Criteria

Knowledge, Skills and Experience

Essential

- Demonstrated knowledge and skills in beef production systems and an advanced understanding of the key principles of sustainability in the beef industry
- Demonstrated knowledge of biodiversity conservation principles and practices in Australia, particularly in regard to beef production and the implementation of Best Management Practices (BMP) programs
- Demonstrated experience coordinating and supporting multi-lateral fora
- Demonstrated excellent interpersonal skills with experience advocating to senior stakeholders and partners from multi-national corporations, government, non-government organisations, natural resource management organisation and local businesses
- Demonstrated ability to network, build cooperative partnerships and deliver outcomes
- Knowledge of Great Barrier Reef water quality management and relevant conservation issues
- Proven project management skills and target delivery
- Demonstrated strong teamworking skills

Desirable

- Experience in beef production systems in Australia
- An understanding of, and support for, workplace sustainability principles
- Previous experience in Natural Resource Management

Qualifications



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- Post graduate qualifications in environmental science, agricultural science, animal husbandry, livestock production economics or similar or equivalent experience

Applications

Applicants must address each of the selection criteria in writing.

Applications must include contact details for referees.

Applicants must have the right to work in Australia or be willing to undergo health and police checks associated with Australian working visa applications.

Applications can be forwarded:

By email jobs-au@wwf.org.au

By mail People & Organisation Development
WWF-Australia
GPO Box 528
Sydney NSW 2001

In person Level 13, 235 Jones Street, Ultimo NSW 2007