

Watergum Community Inc. is seeking to employ an Invasive Species Project Officer. The position is for 38 hours a week, based at our head office in Burleigh Heads, Gold Coast.

Watergum is about helping the community to be part of real on-ground environmental initiatives. Watergum has been active for over 20 years and is a business oriented not-for-profit organisation and registered charity. We help people gain skills, knowledge and a better understanding of the environment. Collectively we restore and maintain our landscapes to places of beauty, clean water and native habitat that will support our community and wildlife for generations to come.

Detailed Job Description

Job title: Invasive Species Project Officer

Reporting to: Contract Delivery Manager

Salary: \$52k-55k + Super (38 hours/week)

Hours: Full-time, 76 hour fortnight

Location: Based at the Watergum office of 8/23 Hutchinson Street, Burleigh Heads, 4220. Travel to work sites will be necessary as part of this role.

Job Description

Invasive Species Project Officer:

The Invasive Species Project Officer will be well an experienced team leader with extensive project and community engagement management experience. The position will report to and work closely with the Contracts Delivery Manager to help manage the Invasive Species Program. This position is suited to someone who is passionate about protecting the environment and our Australian native wildlife through the control of invasive species in an educating and humane manner.

This position has a strong focus on the Watergum Cane Toads Program. The Watergum Cane Toads Program provides community cane toad control education, training, products and activities on a local and national scale. The successful applicant will work together with

local councils and other key stakeholders to deliver on-ground activities for the community, as well as promote our national awareness program and facilitate the sales of Watergum's cane toad tadpole trapping products via our national retail distribution network.

The position will oversee and work closely with the Invasive Species Support Officer who will lead the operational side of the collection and processing of the toads and the logistics of making the cane toad products as well as the other operational work involved in Invasive Species Program.

Responsibilities and duties

- Help manage the Invasive Species Program with an emphasis on Cane Toads.
- Delivery of presentations and workshops for the community
- Assist with the rollout of the cane toad program nationally and liaise with key stakeholders including the national retail network.
- Oversee and work closely with the Invasive Species Support Officer
- Assist with front of house duties including face to face interactions with community members, answering phone calls, replying to emails.
- Oversee other Invasive Species control programs, including but not limited to Cats Claw Creeper and Feral Deer.
- Work closely with all team members.
- Oversee with preparation of surveys and workshops.
- Maintain a clean and safe workplace, abide by workplace health and safety policies and procedures.
- Data entry and report writing.
- Other tasks as required.

Qualifications

Essential qualifications and licenses

- Tertiary qualifications preferably in Environmental Science or related area
- Drivers Licence - C Class

Desirable qualifications and licenses

- Blue Card
- First Aid

Work experience and skills

Essential experience and skills

- Management of small teams to deliver agreed outcomes
- Meeting agreed goals in set timeframes
- Community engagement and citizen science activities
- Delivering workshops and presentations
- Field work
- Data management
- Working within a team environment
- Ability to quickly absorb new education and skills

Desirable experience

- Microsoft office skills (Word, Excel, PowerPoint)
- Experience with Microsoft Teams

Personal qualities and behavioural traits

Essential qualities or behaviours

- Excellent verbal and written skills
 - Report writing
 - Educational material
 - Communication with key stakeholders
- Organised and able to meet deadlines
- Able to work well both independently and under supervision
- Work well within a team with ability to support and encourage others
- Ability to identify and creatively solve problems
- Punctual and reliable

- Willingness to go above and beyond when needed
- Passionate and well-versed in cane toad control

Desirable qualities or behaviours

- Attention to detail
- Complete work to a high standard
- Outgoing and decisive personality
- Experience in cane toad control

Relationships

Details of relationships relevant to this role

- The successful applicant will report to the Contracts Delivery Manager,
- The successful applicant will be trained by the Contract Delivery Manager with ongoing support and supervision.
- The position will oversee and work closely with the Invasive Species Support Officer
- Internal relationships with other Watergum staff members should always be respectful and inclusive. Watergum has a small, close-knit team and aims to provide a friendly and inclusive working environment for all.
- When communicating with external persons, such as customers, community members and clients, the relationships will remain professional and respectful at all times.
- Watergum is a non-political organisation and respects everyone's individual views. Personal views are welcomed; however we ask for these to be expressed in a non-political manner in external communications to uphold Watergum's values.