



Title:	Landcare Projects Facilitator - Western Port Catchment Landcare Network (WPCLN)
Incumbent	Bridgette Sullivan
Tenure:	1 st July 2022 to 30 June 2023. Maximum 24 hours per week Time to be self managed in accordance with workload.
Remuneration:	\$44.37 per hour plus 10.5% Superannuation
Reports to:	The position is directly responsible to the WPCLN Board
Location:	WPCLN Office (currently Koo Wee Rup) with travel required throughout region
Hourly rate	Hourly rate to be adjusted in line with any applicable MW CPI adjustment.

ROLES, RESPONSIBILITIES AND CONDITIONS

Projects
Provision of services for Liveable Communities
<ol style="list-style-type: none"> 1. LCLW Project Assessment 2. LCLW Mid-term Progress Report 3. LCLW (12 or 18 month) Project Audit 4. LCLW On-going Assessment – Audit & Project Assessment 5. Additional inspection 6. Support LCLW Recruitment and Community Engagement activities 7. Attend Technical Training for LCLW processes & systems 8. Extraordinary/additional report writing 9. Meetings 10. Provision of Technical Reports 11. Support Capital Works Projects 12. Integrated Water Management Projects 13. Supporting Additional Incentive Programs

The Landcare Projects Facilitator is employed by the WPCLN with funding provided from the projects listed in the Projects Table above. The primary roles and responsibilities will be geared towards meeting the agreed service requirements of these listed projects.

Key Responsibilities & Tasks:

- Provide fortnightly work schedules with tasks & hours to office manager
- Provide invoicing details to the Office Manager on a monthly basis (minimum)
- Liaise with Office manager to review and report on project budgets on a monthly basis
- Deliver other grants as they arise (with WPCLN Board approval) if within available time constraints.
- Provide written reports to WPCLN Board as requested

Skills required:

- Qualifications and experience in the areas of natural resource management
- Relevant experience in working with community-based Landcare networks, stakeholders and landholders.
- Sound knowledge of a ArcGIS mapping software
- Excellent knowledge of Microsoft Office programs
- Good interpersonal skills and the ability to work as part of a team
- Sound understanding and experience in capacity building of volunteer-based groups
- Self motivated and able to follow through with projects
- Excellent report writing and communication skills
- Good time management, data management and computer skills.
- Effective communication & reporting skills
- Sound working knowledge of OHS, EEO, risk management policy and legislation
- Current Drivers License and First Aid Certificate Level

CONDITIONS**Remuneration:**

The amount owing for hours worked will be paid fortnightly into a bank of your choice.

Travel Allowance

Travel within the catchment area of the WPCLN will be required. There is a shared work vehicle available for work related use, and all reasonable steps should be taken to use this vehicle in the first instance.

If a work vehicle is not available travel allowance will be paid for the use of your private vehicle at the current ATO rates.

Travel allowance will not be paid for travel to and from home to the WPCLN office. It will be paid for trips for work related purposes undertaken from the WPCLN office. Claims must be made on the form provided and will be paid on the next regular pay day after the form is lodged with the Office Manager.

Leave Entitlements

Four weeks annual leave(pro-rata) is allocated for each 12 months of service. Annual leave is to be requested no less than two weeks in advance on the relevant form provided, approved by the Executive Manager and lodged with the Office Manager.

Personal/Carer's Leave (Sick leave) of up to 10 days per annum (pro-rata) will be paid when the sick leave form is lodged with the Office Manager. Doctor's certificates are required if more than one consecutive sick day is taken. Sick leave will accumulate for the term of employment.

Time in Lieu on a 1:1 basis can be claimed for hours worked in excess of maximum weekly work hours, and must be lodged on the relevant form with the Office Manager.

Maternity/Paternity Leave – In addition to any government regulated provisions, after 12 consecutive months of employment, one year unpaid leave is available.

DOCUMENT APPROVAL

After discussions, I understand and accept the position and agree to deliver the project as described in this PD.

Incumbent Signature:  _____

Incumbent Name: Bridgette Sullivan Date: 24/01/2023

As Board Representative, I agree that this Position Description and Person Specification is an accurate and fair description of the position including responsibilities, conditions and terms of employment

WPCLN Board Representative

Signature:  _____

Name: Ian Maclagan Date: 24/01/2023