



<b>TITLE</b>	Water Project Coordinator
<b>CLASSIFICATION</b>	Coordinator Level 2 - 3
<b>ORDINARY HOURS PER WEEK</b>	0.8 FTE - 1.0 FTE
<b>DATE</b>	May 2026
<b>REPORTS TO</b>	Operations Manager – Water and Biodiversity

### Position Purpose

The NRM North Water Program focuses on improving water quality and enhancing the ecological, social, and economic value of the region's waterways.

The objective of this position is to support the delivery of the North Esk Wetland Restoration Project and a major update to the Tamar Estuary and Esk Rivers Water Quality Improvement Plan by fostering relationships with relevant key stakeholders and implementing a variety of activities to support the completion of both projects on schedule and in line with agreed objectives.

### Our Organisation

At NRM North, we are dedicated to maintaining high standards of performance, and we expect all employees to embody the organisation's values in their behaviour. Demonstrating a strong commitment to these values is essential to your success and plays a key role in fostering a positive and productive workplace culture.



#### Integrity

We act ethically and uphold our commitments, ensuring transparency and accountability while respecting diverse perspectives.



#### Knowledge and innovation

We strive for continuous improvement by respecting traditional learnings, new ideas and a scientific approach to meet evolving challenges and embrace opportunities.



#### Care for the environment

We are committed to protecting, conserving and rehabilitating our environment and promoting sustainable practices.

## Organisational Values



#### Working together

We collaborate to build capacity, exchange knowledge and achieve shared success.



#### Wellbeing

We support a work-life balance and prioritise the personal and professional growth of our team.

## Position Accountabilities and Outcomes

Key area	Responsibility	Outcome
<b>General</b>		
<b>Organisational Values</b>	Integrity Knowledge & Innovation Care for the environment Working together Wellbeing	Consistently demonstrate actions that reflect and reinforce an understanding of our organisational behaviours
	Supporting an environment of excellence and continuous improvement and promoting a culture that encourages positive teamwork	Staff are supported to share knowledge, learn from experience, and work cohesively, leading to improved team effectiveness, innovation in service delivery, and enhanced organisational performance
<b>Technical</b>		
<b>Position specific</b>	Support project delivery by tracking deliverables, overseeing timelines and coordinating reporting processes to ensure projects are completed on schedule and in line with agreed objectives	Timely completion of project deliverables, supported by accurate tracking and reporting and effective timeline management that supports informed decision-making
	Coordinate and align communication outputs with internal teams and project partner communications resources to ensure consistent, timely, and effective messaging across all channels	Delivery of aligned communications outputs that meet agreed timelines, maintain message consistency across all stakeholders, and enhance engagement with key audiences
	Provide high-level administrative and organisational support by coordinating calendars, scheduling meetings, preparing agendas, briefing papers, and the capture of accurate minutes to ensure efficient and well-managed operations	Coordination of schedules and meetings, with accurate documentation and timely distribution of agendas, briefing materials and minutes, enabling informed decisions and follow-through on actions
<b>Relationships (internal &amp; external)</b>	Develop and maintain strong, trusted relationships across the organisation, with industry partners and members of the community, fostering effective internal and	Strategic relationships are developed and maintained with internal and external stakeholders resulting in increased collaborative

	external partnerships that support collaboration and shared outcomes	opportunities and strengthened support for project outcomes
<b>Workplace Health &amp; Safety</b>	Supporting a workplace that fosters a safe work environment, including risk assessment, incident reporting, workplace health and safety and wellbeing	Perform all tasks and represent NRM North in a safe manner in accordance with NRM North's WHS Policy and Procedures. Encourage awareness and individual accountability to ensure ongoing safe work environment
<b>Qualifications and / or role requirements</b>		
<ul style="list-style-type: none"> <li>• Demonstrated experience delivering projects within a comparable environment, including managing priorities, timelines, and stakeholder expectations to achieve successful outcomes</li> <li>• Hold and maintain a current Driver Licence with ability to travel throughout the region, state or interstate as required</li> <li>• Desirable experience engaging and collaborating with stakeholders within the natural resource management (NRM) sector</li> <li>• Experience in, or willingness and capability to learn field-based survey and monitoring activities</li> <li>• Eligibility to hold a Working with Vulnerable Persons card</li> </ul> <p>Note: All licenses/tickets stated in the Position Description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify NRM North as soon as practicable.</p>		
<p>Other duties: This Position Description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. NRM North may direct an employee to perform other duties or job-related tasks that are within the limits of the employee's skill, competence and training.</p>		

## Capabilities, skills and experience

This role will require the following skills, attributes, and experience:

- Analytical and tactical thinking
- Confident and professional approach and demeanour
- Effective relationship builder and relationship manager
- Excellent negotiation, facilitation and communication skills (verbal and written)
- Ability to distil feedback and negotiate consensus amongst stakeholders
- Excellent organisational and time management skills
- Highly motivated, positive and proactive
- Focus on continuous improvement and excellence
- Physically capable and comfortable working outdoors in challenging field conditions

## Key Selection Criteria

1. Demonstrated ability to coordinate projects, set and deliver specific objectives in collaboration with partners and stakeholders.
2. Demonstrated ability to rapidly acquire and apply knowledge of projects, including understanding interdependencies, risks and impacts, and using this insight to inform decision-making and delivery.
3. Highly developed written and verbal communication skills, with the ability to convey complex information clearly to diverse audiences, engage effectively with key stakeholders and coordinate meetings and inputs across a broad range of contributors.
4. Knowledge of wetland and/or ecosystem restoration, including practical experience in or capability to quickly learn field-based monitoring or survey techniques for flora and/or fauna and native restoration practices such as revegetation and invasive weed management.
5. Highly developed organisational and time management skills with the ability to coordinate multiple priorities and meet competing deadlines, including managing schedules and calendars, preparing agendas and minutes.

## Role Acceptance

I have read and understood the content of the Position Description for my role and accept the duties, responsibilities and obligations of my position. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

### SIGNED BY YOU:

Employee: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### SIGNED BY MANAGEMENT:

Manager: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_