



TITLE	Sustainable Agriculture Project Support Officer
CLASSIFICATION	Level 7 - 9
ORDINARY HOURS PER WEEK	1.0 FTE (37.5 hours per week) 6 month Fixed Term Contract
DATE	October 2026
REPORTS TO	Sustainable Agriculture Program Manager

Position Purpose

The NRM North Sustainable Agriculture Program aims to improve vegetation, soil health and the adoption of best management practices in productive agricultural landscapes for improved productivity, sustainability and resilience in northern Tasmania.

As a Project Support Officer, you will be a part of a team facilitating land management activities to support productive agriculture, healthy soils and sustainable land management to achieve project outcomes.

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
General		
Organisational Values	Integrity Knowledge & Innovation Care for the environment Working together Wellbeing	Consistently demonstrate actions that reflect and reinforce an understanding of our organisational behaviours
Policy & Process	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
Technical – position specific		
Technical	Assist with development of project specifications to be used in landholder agreements/contracts with appropriate guidance during the initial contracting processes	Clear and comprehensive project specifications are developed to support the preparation and negotiation of landholder agreements and contracts, ensuring project requirements and contractual obligations are clearly defined and understood during the process
	Support field-based activities as required, including assisting with coordination, field logistics, equipment and record keeping associated with required activities. Activities may include soils sampling, inspecting completed activities on farms, or recording pasture or vegetation condition.	Successful coordination and delivery of field activities, ensuring field logistics, equipment, and records are effectively managed to support accurate data collection and timely completion of project requirements
	Maintain project records, milestone, outcomes and completion evidence and supporting documentation following relevant guidelines	Accurate and up-to-date project records, milestones, outcomes, completion evidence, and supporting documentation maintained in accordance with relevant guidelines, ensuring effective project tracking, reporting, and compliance.
	Assist with monitoring progress and completion of on-ground works, completing check/sign off following completion of activities and required documentation	Effective monitoring and verification of on-ground works, with activities completed and appropriately checked, signed off, and supported by required documentation to ensure project requirements are met
	Support the development of extension and communication materials and expressions of interest with participating landholders	Development of clear and engaging extension and communication materials and expressions of interest, supporting effective engagement with participating landholders and encouraging participation in project activities

Relationships (internal & external)	Support the delivery and coordination of landholder engagement activities, workshops and events that build awareness, skills and knowledge in sustainable agriculture, including stakeholder communication, logistics, promotion and feedback.	Community engagement events are effectively supported, resulting in increased community awareness, participation and stewardship
Workplace Health & Safety	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
Qualifications and / or requirements		
- Degree or equivalent qualification in environmental science, natural resource management or a related discipline - Current Driver Licence - Eligibility to hold a Working with Vulnerable Persons card 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.		
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.		

Capabilities, skills and experience

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

- Professionalism and integrity
- Initiative and sound judgement
- Strong attention to detail
- A collaborative approach
- Adaptability and willingness to learn
- Commitment to continuous improvement

Key Selection Criteria

1. Demonstrated knowledge of agricultural land management and natural resource management principles with an understanding of key issues affecting agricultural systems
2. Understanding of contemporary agricultural extension principles and demonstrated experience in delivery
3. Demonstrated Agricultural stakeholder engagement experience, including the ability to build and maintain effective relationships with landholders, industry and project partners.
4. Strong written and verbal communication skills, including the ability to communicate technical and project information effectively to landholders and stakeholders.
5. Experience in agriculture data collection and monitoring.

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: _____