



NATIONAL PROJECT DIRECTOR

JOB & PERSON SPECIFICATION

FEBRUARY 2010



JOB SPECIFICATION

POSITION : NATIONAL PROJECT DIRECTOR

REPORTS TO : LINE MANAGEMENT ACCOUNTABILITY IS TO THE MANAGING DIRECTOR, DESERT KNOWLEDGE CRC

Job purpose

To lead and manage the Management of Feral Camels project.

Key responsibilities

Strategy

Implement an effective strategy for the Management of Feral Camels Project by:-

- providing leadership to the implementation of a project strategy that is supported by partners and stakeholders, understood by staff and enables the project objectives to be achieved.
- paying rigorous attention to risks, ensuring that they are properly anticipated and managed, building support for the project across the range of people and organisations associated with it;
- within the strategy, applying sound judgement to a range of decisions affecting the work of the project.
- reviewing progress against the project strategy on a regular basis, making improvements as necessary.

Project management

Manage the project to achieve its objectives by :-

- maintaining clear focus on project results, impact and reporting requirements, especially those associated with the Caring for our Country contract with the Australian Government;
- negotiating and maintaining agreements with partners, associates and other individuals and organisations involved in the programme;
- establishing a stakeholder management plan to ensure effective engagement of the project across its constituency;
- using project planning tools to achieve coherent, achievable plans;
- devising and deploy effective methods of monitoring, evaluation and impact assessment;



JOB SPECIFICATION

Key responsibilities (cont.)

Human resource management

Bring effective management to the staff, associates and consultants of the project by :-

- operating suitable processes of recruitment, probation, staff appraisal and other systems required for effective HR management, in line with those of DKCRC;
- ensuring that staff and associates working for the project are subject to appropriate levels of support and challenge;
- establishing the reputation of the project for high standards in working with its staff, creating an environment in which staff can achieve their best work;
- tackling human resources issues in a suitable way, demonstrating sensitivity and decisiveness.

Financial management

Ensure the highest standards in the management of the financial resources required by the project to achieve its objectives by :-

- in conjunction with the General Manager Operations, establishing systems and processes for effective financial and contractual management of the work of the project;
- undertaking financial planning, budgeting and reporting, including for in-kind contributions.

Communication and knowledge management

Working with the Media and Communications Officer and the Performance and Monitoring Officer, take a leading role in managing the knowledge of the project by :-

- developing and implementing a media and communications strategy;
- establishing a rigorous process for anticipating risks, alerting project management to incidents and ensuring a suitable response, especially through access to sound advice on the character and wording of responses to media enquiries;
- contributing regularly to published work of the DKCRC, printed and online, including the Annual Report and website;
- ensuring that systems and practices are established for effective storage and retrieval of information;
- communicating effectively with the range of stakeholders of the project, promoting a high level of knowledge-sharing between people working on the project.



JOB SPECIFICATION

Key responsibilities (cont.)

Representation

Represent the Management of Feral Camels Project to a range of audiences including government staff, NGOs, community organisations and families and individuals affected by or interested in feral camel issues by :-

- representing the project in a professional manner appropriate for an initiative that addresses an issue of national importance and demonstrating authority and sensitivity, especially in cross-cultural settings;
- deploying skills of listening and reflection when interacting with others;
- actively developing contacts and networks that are relevant to project objectives;
- responding appropriately to challenge and criticism.

Analysis and creativity

Analyse the factors affecting the project and communicate ideas and perspectives by :-

- monitoring information of relevance to the Managing Feral Camels Project and its constituency, especially relating to natural resource management policy and practice;
- making suitable connections between trends and developments;
- seeking opportunities for innovation and creativity, actively involve colleagues and partners in debate and discussion;
- communicating ideas effectively through written and oral means.



PERSON SPECIFICATION

SELECTION CRITERIA

Skills

Essential

- extensive experience in a management or leadership role within a complex project environment involving multiple partners and other stakeholders, preferably within a natural resource management context;
- strong project and programme management skills, including planning, budgeting, monitoring, evaluation and reporting;
- demonstrated leadership qualities and ability to apply sound judgement, especially in complex operating environments with a range of stakeholders, cross-cultural settings and competing expectations;
- knowledge and motivation in the field of natural resource management and remote area development;
- high degree of proficiency in strategic planning and organisation;
- significant experience of managing financial resources to contract requirements, especially involving government contracts;
- proven ability to communicate effectively with a range of people from diverse backgrounds including strong cross-cultural communication skills;
- strong aptitude and ability for representation, networking and building relationships with individuals and organisations.

Desirable

- tertiary level qualification/s in a relevant discipline, most likely in natural resource management, agriculture or project management;
- practical understanding of natural resource management and the impact and control of feral animals;
- human resource skills developed through experience of managing people from diverse backgrounds and disciplines.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by e-mail 12445@hender.com.au

Telephone enquiries may be directed to Justin Hinora on (08) 8100 8829.

Please Note

Your application will be automatically acknowledged by a return e-mail.