

Whitsunday Catchment Landcare Inc. (WCL)
POSITION DESCRIPTION

LANDCARE OFFICER/ SENIOR FIELD OFFICER

Position Title:	Landcare Officer
Location:	Proserpine, Whitsundays, Qld
Term of Employment:	6 months, contracted to 30 October 2025, with extension as part-time possible pending continued project funding
Type of Position:	Contract Full-Time to Part-Time (4 or 5 days/ week; 60.80 to 76 hours/fortnight, negotiable)
Remuneration:	Pro rata: \$60 000 to \$76 000 <i>plus</i> 11.5% superannuation, locality allowance and 17.5% annual leave loading plus potential for commute use of vehicle (value \$5100/yr). Potential total package: \$77 000 to \$89 000.

We are seeking an enthusiastic, skilled person to join our small, dynamic Landcare team. This Landcare Officer will assist with the delivery of a diverse range of projects and programs across the Whitsunday Catchment and will enjoy the benefits that come from working for a passionate, dedicated Landcare group, that is highly regarded within the community.

The successful applicant will have a good work ethic, be reliable, loyal and display good communication skills. You will work effectively as part of a small team and autonomously, show initiative where required and take pride in your work to ensure we maintain a high standard of project management and delivery. In return, we will provide good remuneration; supportive, flexible working arrangements; encourage training and upskilling opportunities and inclusiveness within the Landcare team.

Purpose of Position

To assist Whitsunday Catchment Landcare Inc. (WCL) with the implementation of grant funded natural resource management (NRM) projects as well as contract land management services. This includes undertaking technical and on-ground support for the development and implementation of these projects.

The position will encourage the involvement of the community and land managers in NRM including bush and coastal regeneration activities, revegetation, and control of pests/weeds. The position will also contribute to community capacity building on NRM issues via regular volunteer activities, and facilitation of awareness raising events.

This position will manage and execute delivery of projects as specified under relevant project service agreements, meeting all required project milestones. They will work with the WCL team to develop new projects and assist with funding applications.

Remuneration and Hours

The position attracts a salary of the Annual Full-time Equivalent of \$63 000 to \$76 000 paid on a basis of 61.80 to 76 hours/fortnight, plus 17.5% annual leave loading and 11.5% super contribution and locality allowance.

The position is based on a 6-month contract, subject to project funding and performance. The position has the possibility of extension as a part-time position pending funding.

The position will have use of the Landcare vehicle for work purposes with the possibility of also having use to commute to work (home garaging) valued at \$5100/annum.

Organisational Environment

WCL is a community, not-for-profit, incorporated association and is governed by a management committee in accordance with the provisions of the *Associations Incorporation Act*. WCL works in cooperation with various stakeholders including Reef Catchments Limited and North Queensland Dry Tropics (the regional bodies for sustainable natural resource management in the Mackay Whitsunday Isaac & Bowen-Townsville region), Whitsunday Regional Council, and the Central Qld Coast Landcare Network.

Primary Duties and Responsibilities

- Assist in the development, coordination, and implementation of various projects & contract land management services.
- Plan and undertake land management services (on-ground bush and coastal regeneration projects; contract weed control; revegetation; site maintenance) in physically demanding and potentially adverse environmental conditions.
- Provide coordination, technical advice and on-the-ground training to a small team of volunteers and/or staff for on-ground works such as weed control, revegetation, marine debris clean-ups, and seed collection.
- Safely operate manual and motorised chemical application equipment e.g. trailer mounted Quikspray, backpack sprayers, and other small plant and equipment e.g. brushcutters, chainsaws; and ensure that such equipment and vehicles are maintained in clean, working order.
- Manage individual contracts ensuring the works and financial goals remain on track; coordinate day-to-day management, including scheduling works with staff and volunteers; and keep concise and accurate records via spreadsheets, proprietary software and handwritten notes.
- Load, unload, move materials and equipment.
- Prepare regular reports to the WCL Committee, contribute as required to the Landcare newsletter.
- Liaise with the relevant Government Agencies, statutory authorities, community, industry groups and land managers to support stakeholder involvement and support for relevant projects.
- Conduct seed collection, plant propagation and other nursery duties.
- Comply with all Codes of Practice and Safe Operating Procedures and assist in the identification and reporting of risks.
- Participate in community events to assist in raising the awareness of NRM.
- Undertake other duties as directed.

Working Environment

The Whitsunday Catchment Area includes catchments of coastal streams from Brisk Bay in the north to St Helens Creek in the south. Work may from time to time extend beyond these areas. The position is based at the Whitsunday Catchment Landcare office, Proserpine.

Reporting Responsibilities

The employee will be directly responsible to the WCL Coordinator for daily activities and will report on a regular basis to the Management Committee of WCL. The position is also required to work cooperatively with other members of the WCL team as well as staff from project partners and stakeholders.

Key Selection Criteria

- SC1** Demonstrated knowledge and minimum 12 months' practical experience in bush and/or coastal regeneration techniques; including weed control (using manual and powered tools and spray apparatus), revegetation, and knowledge of or ability to rapidly acquire knowledge of local native species and identify local environmental and declared weeds.
- SC2** Demonstrated sound level of written and verbal communication; and ability to liaise, negotiate with and transfer knowledge to a wide range of people and stakeholders and to work as part of a multi-skilled team.
- SC3** Demonstrated ability to plan, facilitate and coordinate a range of projects with minimal supervision, and to prioritise, organise and complete project tasks & risk management.
- SC4** Demonstrated ability to work with and manage small teams to ensure duties are performed to high standards and within established timeframes.
- SC5** Knowledge and understanding of principles and practices associated with, risk assessment, workplace health and safety, training and on-going support.

Skills & Experience Required

Qualifications:

- Minimum Certificate IV in Conservation & Land Management; Natural Resource Management, Agricultural Sciences; Environmental Sciences or equivalent.
- A current Class “C” Drivers Licence.
- An Unrestricted Commercial Operator’s Licence (Agricultural Chemicals Distribution Act) or the ability to quickly obtain this licence.
- Current certificates or willingness to obtain certificates at commencement of employment e.g. Senior First Aid, Chainsaw Accreditation, Working with Children Blue Card.

Experience:

- Computer literacy including Microsoft Office suite.
- Competence in operating and maintaining a variety of small plant and equipment relevant to weed control and revegetation projects - brush cutters, chainsaws, hand tools etc.
- Competence towing trailers and operating 4WDs.
- Sound knowledge of plant identification, weed management strategies and rehabilitation of natural areas.

Other Information

- Physical demands - The role can be physically demanding at times. You will be required to carry out field work or on-ground works in uncomfortable and challenging environmental conditions, including high temperatures and humidity, with potential exposure to irritating and dangerous wildlife. These conditions will require strict adherence to safety requirements.
- Position requires occasional work outside normal office hours, nights and weekends. Time off in lieu will apply.
- Position may require occasional remote off-site work.
- WCL is an equal opportunity employer
- A “No Smoking” policy applies in all WCL vehicles and grounds.
- All WCL employees are responsible for maintaining a safe, equitable and harassment free workplace.

For more information

Contact Christine Peterson - coordinator@whitsundaylandcare.org.au

To apply for the position please submit:

1. A cover letter succinctly addressing the selection criteria
2. Your resume
3. The names and contact details of at least two referees

Applications for this position should be marked “Private and Confidential” and emailed to coordinator@whitsundaylandcare.org.au by **5pm Friday 18th April 2025**.