

MULLOON INSTITUTE JOB DESCRIPTION

JOB TITLE: Project Manager – TIMME

JOB TYPE: 0.8 FTE (4 days/week) - 4yrs fixed term

LOCATION: Negotiable (NSW or WA preferred)

SUPERVISOR/MANAGER: General Manager, Mulloon Institute

TIMME GRANT OVERVIEW

TIMME: Training, Implementation, Mentoring, Monitoring and Evaluation – a systems-thinking framework to build resilient communities, landscapes and natural capital at scale. It acknowledges the complexity of agricultural ecosystems and the importance of knowledge sharing and collaboration in repairing landscape function.

This five-year project will be delivered through the establishment of six scalable demonstration sites across WA and NSW, including four catchment communities and two First Nations groups. The project will build communities of practice and engage First Nation communities at each of the six locations. It will investigate thresholds & tipping points, undertake monitoring, deliver Mulloon's Learning Program - field days, bootcamps, mentoring and boots-on-ground days - as well as Holistic Management training and Ecological Outcomes Verification.

PRIMARY DUTIES/RESPONSIBILITIES:

As the Project Manager for the TIMME grant, you will take a leading role in the coordination of all aspects of project delivery from project inception, consortium and sub-contractor communications, and management of internal teams working with you. The TIMME project will be managed with safety and quality of work as key priorities. Your role includes liaison with stakeholders prior to and during the delivery of the project with the assistance of the project team. You may, on occasion, be asked to work on other Mulloon Institute projects.

Successful delivery of this project is consistent with the current priorities for Mulloon Institute's strategic plan:

- *To ensure that Mulloon Institute provides the most effective services to its clients and remains profitable and relevant.*
- *To improve productivity and environmental outcomes for Australian farmers.*

As a member of the Mulloon Institute technical team, your duties will include, but not be limited to:

Management

- Have a commercial approach to the development and delivery of the TIMME project.
- Utilising and contributing to the ongoing refinement of business development processes.

- Working with the Mulloon team and external stakeholders to develop and deliver on the outputs of the project, recognising management issues and assisting Mulloon Institute's General Manager, including the generation of innovative management solutions.
- Engaging with stakeholders to build and maintain strong working relationships.
- Mentoring and reviewing technical work and the approach of more junior technical staff working with you.

Project-specific tasks

- Community, consortia and individual land manager communication is a key component of the project and will require demonstrated ability in stakeholder communication, relationship building, engagement and facilitation, particularly within the context of regional, rural and First Nations communities.
- Working with the co-design team to clarify the project scope for the TIMME grant and map out the key components of the project, including key deliverables, stakeholders, timeframes and budget allocations.
- Determining resourcing and staff capacity requirements for the TIMME project, including time commitments.
- Liaising with external stakeholders regarding contributions to the project, finalising consortium partners and formal agreements.
- Working with the Mulloon Communications and Marketing team to identify comms/marketing requirements for the project and assist with coordinating the provision of collateral (photos, written material etc.) from the project.

Other requirements of the role include:

- Ability to work independently.
- Occasional overnight and up to week-long trips away for site visits, workshops and training.
- Experience facilitating meetings and delivery of workshops with a variety of stakeholders.
- Experience and preparedness for long-distance driving and safe remote travel.
- As required, undertake training to build technical skills associated with the role.
- Abide by workplace policies and procedures including work quality, work, health and safety, and general administrative requirements.
- Contribute positively to the Mulloon's team culture and lead by example as a senior member of the team.
- Adhere to all organisational policies and procedures.
- As directed, work on other projects if required.

SKILLS & KNOWLEDGE:

- Strong experience delivering multi-stakeholder, high-quality projects.
- Experience working on grant projects, including budgets, milestone reporting, and other administrative requirements.
- Demonstrated skills in the production of high-quality technical reports and proposals.

- Ability to deliver projects within budgets and timeframes, as well as being organised and able to meet deadlines.
- Broad knowledge of landscape restoration and regenerative agriculture principles, and the importance of providing or sourcing sound technical advice on regenerative land management measures.
- Experience in stakeholder engagement and environmental education.
- Initiative and a flexible approach to work.
- General knowledge of GIS mapping software and other digital resources.
- General understanding of hydrology and/or fluvial geomorphology.
- Microsoft Office skills (Word, Excel, PowerPoint and Outlook).
- Excellent verbal and written communication skills.
- Current unrestricted drivers licence.

PROJECT GOALS:

- Deliver the TIMME project on time, on budget and with a high degree of quality and accuracy.
- Project manage the TIMME grant, including delivering on milestone reporting as required.
- Effective management of the TIMME project from inception to completion.
- Collaborate with grant partners to deliver on the TIMME project that supports our strategic goals.
- Effective liaison across Mulloon Consulting, Mulloon Institute and Mulloon Creek Natural Farms team to achieve project outcomes.
- Promotion of Mulloon's Vision, Mission, and Values.