

## **JOB DESCRIPTION**

**JOB TITLE:** Project Delivery Manager, Mulloon Institute

**JOB TYPE:** Full-time

**LOCATION:** Flexible – East Coast

**SUPERVISOR/MANAGER:** General Manager, Mulloon Institute

### **ABOUT THE MULLOON GROUP**

**Mulloon Institute (MI)** is a leading not-for-profit organisation dedicated to restoring the health and productivity of Australian landscapes. Through research, demonstration, education and on-ground implementation, we work with landholders and communities to improve ecological function, water cycles and long-term landscape resilience.

Our work is grounded in a systems-based approach to landscape rehydration — improving natural processes to deliver environmental, social and economic outcomes at scale.

**Mulloon Consulting (MC)** is the Institute’s commercial arm, delivering practical, on-ground projects for landholders, government and industry. These projects translate our research and principles into real-world outcomes, supporting both landscape restoration and a sustainable, self-funding business model.

**Mulloon Creek Natural Farms (MCNF)** is the Institute’s farming enterprise and ‘living laboratory’, where regenerative agriculture and landscape rehydration practices are applied, tested and demonstrated in a real farm setting. MCNF provides a critical link between research and practice, generating insights, credibility and demonstration outcomes that inform our projects and support broader industry adoption.

MCNF primarily operates as a demonstration and research site and is not a core project delivery function of this role.

### **ROLE PURPOSE – PROJECT DELIVERY MANAGER**

The Project Delivery Manager is a critical role within Mulloon Institute and Mulloon Consulting, responsible for planning, coordinating and delivering a diverse portfolio of projects across Mulloon’s suite of program services relating to community capacity building, landscape rehydration, and natural landscape function repair.

Operating as the central coordination point for project delivery, the role ensures multiple concurrent projects are effectively planned, resourced and delivered to achieve safe, high-quality and commercially sustainable outcomes, while adapting to changing conditions such as weather, site constraints and stakeholder availability.

Working closely with the General Manager and technical teams, the role contributes to successful project delivery, effective team utilisation and development, and the commercial sustainability of the Mulloon Group.

## **MAIN DUTIES/RESPONSIBILITIES**

As Project Delivery Manager, you will lead the coordination of project delivery from inception through to completion, including proposal preparation, costing, resourcing and contractor management, ensuring projects are delivered with strong safety, quality, and commercial outcomes.

Working closely with project managers and technical teams, you will maintain oversight of project status, risks and team utilisation, and provide regular updates to the General Manager.

This role contributes to the Mulloon Group's strategic priorities of high-quality service delivery, financial sustainability, and improved environmental outcomes for Australian landholders.

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

### **Management & Project Delivery**

- Working with program and/or project managers, lead the planning, sequencing and delivery of multiple concurrent projects, including staff and contractor resourcing, ensuring work is prioritised and scheduled to optimise safety, efficiency and delivery outcomes.
- Apply strong commercial discipline to the development and delivery of projects.
- Prepare scoped and costed project proposals.
- Manage internal staff and, where required, external contractors and subcontractors.
- Ensure client and partner organisation expectations are managed before, during and after project delivery.
- Provide regular updates to the General Manager on project status, risks and utilisation.

### **Stakeholder Engagement & Strategy**

- Build and maintain strong stakeholder relationships.
- Contribute to grant applications and delivery of grant-funded projects.

### **Team Leadership & Development**

- Support onboarding, training and development of team members.
- Assist with performance monitoring and review processes, including utilisation and performance reviews.
- Mentor and review project planning work of mid and junior-level staff.

### **Business Improvement**

- Lead the effective use and continuous improvement of project management systems (e.g. ProjectWorks, Microsoft 365), ensuring accurate project setup, scheduling, resource allocation, timesheet capture and billing integration.
- Implement and maintain structured project planning tools (including Gantt charting and resource allocation planning) to support forward planning and delivery performance.
- Support the evolution of systems and processes to improve planning capability, including resource forecasting and scenario-based rescheduling.

## **OTHER ROLE REQUIREMENTS**

- Ability to work independently and manage competing priorities.
- Willingness to travel, including overnight and extended trips for site visits, construction and training.
- Preparedness for long-distance driving and safe remote travel.
- Comply with organisational policies and procedures, including administrative requirements (timesheets, reporting, etc.).
- Contribute positively to team culture and maintain professional conduct at all times.

## **SKILLS AND EXPERIENCE**

- Exceptional organisational and planning capability, with demonstrated ability to manage multiple complex, concurrent projects, competing priorities and dynamic operating conditions.
- Strong proficiency in project management systems (e.g. ProjectWorks, Microsoft 365 (Planner) or similar), including scheduling, resource allocation and utilisation tracking.
- Demonstrated experience using systems as a core planning and decision-making tool, including implementation or enhancement of Gantt-based scheduling and integration with financial systems (e.g. Xero).
- Knowledge of landscape restoration and regenerative agriculture principles and implementation.
- Experience working on grant-funded projects, including budgets and milestone reporting.
- Demonstrated ability to prepare high-quality technical reports and proposals.
- Initiative and a flexible, solutions-focused approach.
- General understanding of GIS.
- Understanding of natural landscape function, hydrology and geomorphology.
- Excellent verbal and written communication skills.
- Current driver's licence (own vehicle preferred).

## **PERFORMANCE GOALS**

- Effective planning and coordination of multiple concurrent projects, with demonstrated ability to adapt delivery in response to changing conditions.
- High-quality utilisation and resource planning across the team, supported by effective use of project management systems.
- Implementation and ongoing improvement of project scheduling and resource allocation tools.
- Development of commercially viable and strategically aligned projects.
- Effective collaboration across the Mulloon Group, including coordination with MCNF where relevant to project outcomes.
- Demonstrated understanding of the Mulloon Group's purpose, strategy and operating model.

## **PERFORMANCE FRAMEWORK**

Performance in this role will be assessed against the following four core pillars, reflecting expectations of a management role within the Mulloon Group:

### **1. People & Culture**

- Demonstrates alignment with Mulloon’s values, mission and collaborative culture.
- Contributes positively to team environment and leads by example.
- Supports capability development of team members through mentoring and feedback.
- Contributes to performance management processes, including utilisation and development.
- Upholds strong Work Health & Safety practices.

### **2. Strategic Alignment**

- Delivers projects aligned to Mulloon’s mission, strategy and landscape rehydration objectives.
- Supports development of projects contributing to long-term landscape and organisational outcomes.
- Aligns decision-making with organisational priorities.
- Contributes to grant delivery and strategic initiatives.

### **3. Business Leadership (Project Delivery & Commercial)**

- Delivers projects safely, on time, within budget and to a high standard.
- Effectively manages teams, contractors, client, and partner organisation relationships.
- Maintains strong communication with stakeholders and the General Manager.
- Applies commercial discipline and contributes to financial sustainability and effective resource utilisation.
- Supports business development and pipeline growth.

### **4. Business Improvement**

- Contributes to continuous improvement of systems, processes and workflows.
- Identifies opportunities to improve efficiency, utilisation and delivery outcomes.
- Supports development of project management and reporting systems.
- Contributes to improved data, reporting and decision-making.

**These pillars form the basis of performance reviews, objective setting and ongoing professional development in the role.**

## **How to Apply**

Provide a Cover Letter, CV and Address to the below Selection Criteria. Applications which do not include all 5 elements will not be considered.

### **Selection Criteria:**

#### **1. Complex Project Coordination & Planning**

Describe your experience managing multiple concurrent projects with competing priorities. How do you approach planning, sequencing and resource allocation to ensure successful delivery?

#### **2. Operating in Dynamic / Unpredictable Environments**

Describe your experience working in environments where project conditions can change (e.g. weather, site or stakeholder constraints). How do you adapt plans and maintain delivery outcomes under changing conditions?

#### **3. Use of Project Management Systems as a Planning Tool**

Describe your experience with project management systems (e.g. ProjectWorks, MS Project or similar). How have you used these systems to plan, schedule and manage resources rather than just track progress?

#### **4. Safety, Practicality & Decision-Making**

Describe your approach to managing safety in project delivery. How do you make decisions when balancing safety, time and cost pressures?

#### **5. Alignment to Purpose, Values & Working Style**

What attracts you to this role and working in a purpose-driven organisation like Mulloon Institute? How does your working style align with a practical, collaborative and solutions-focused environment?