

# Bushcare Services

## Project Coordinator Position Description

Date of Issue: 1<sup>st</sup> June 2010

Bushcare Services is an ecological consultancy and practice specialising in the practical restoration and rehabilitation of the natural environment. We focus on resourcing our projects by providing specialised 'on ground' teams to undertake restoration works.

Bushcare Services employ practical minded team members who enjoy working on conservation projects in a diversity of environments. We are a 'hands on' business and recruit 'hands on' individuals who work together to deliver industry standard restoration outcomes by applying skill, innovation and hard physical work.

We are currently seeking a leader who wishes to advance their career and be involved in a professional, innovative and dynamic company, and as such we have the following position available:

**Title:** Project Coordinator (Operational Management Unit) – Full Time 38 hours per week

**Location:** Brisbane or Gold Coast

**Salary range:** \$49,000 - \$56, 000 per annum, with take home vehicle privileges.

**Closing date:** COB Friday June 18<sup>th</sup>, 2010.

**Applicant Response:** Applications will be scored based on your written response to addressing each of the selection criteria or desirable criteria & a current resume with 3 referees.

## **Duties of Project Coordinator**

1. Co-ordinate and resource a variety of on-ground restoration activities including bush regeneration, integrated weed control (chemical and manual), installation of erosion control products, tree planting and other general conservation management practices as directed.
2. Be responsible for the successful transformation of a set number of discrete project sites in diverse natural areas and to see projects through from start to finish
3. Coordinate and manage all aspects of on-ground activities required to achieve set outcomes, this can include:
  - a. Arranging, coordination and supervision of outside contractors.
  - b. Coordinating, training, motivating and coaching of Bushcare Services teams to achieve required project outcomes.
  - c. Undertaking specialised tasks and activities to assist teams in achieving outcomes.
4. Work to monitor and meet project budgetary accountabilities and frameworks.
5. Assess, monitor and respond pro-actively to a range of projects under their control through the various stages of project development.
6. Assist in the development and sourcing of new projects and activities for Bushcare Services.
7. Be able to present and deliver a professional image to Bushcare Services customers and clients.

This role is for someone who has experience in undertaking natural area restoration (Bush Regeneration/ Revegetation), but also seeks to have more responsibility and ownership in the work they do.

Bushcare Services primarily works in and amongst natural bushland settings and the successful applicant can expect to see the bush as 'their office'.

It is primarily a field based role with minor office and administrative reporting duties.

## **Benefits of Working with Bushcare Services:**

1. We are a growing medium sized business that can offer security, structure and advancement.
2. We are a highly respected company within the restoration industry.
3. We are on a continual path of improvement and helping to shape the restoration industry.
4. We value our people and seek to provide the best working conditions within the industry.
5. We value and reward commitment and initiative.
6. Our work sites are primarily within Natural Bushland areas, with our core focus on natural area restoration.
7. We have a variety of conservation projects that vary in size and diversity.
8. We have a number of long term projects in which our staff can be involved in from the beginning to end.
9. We can offer flexible working hours.
10. We value quality and best practice.
11. We are a 'hands on' company with all staff even at the highest level coming from the field.

## **Selection Criteria**

**The successful candidate must be able to successfully demonstrate the following characteristics. A written response is required to address each criteria and where appropriate – provide specific examples to demonstrate your capability:**

1. Experience in undertaking and co-ordinating a variety of small, large and complex on-ground projects.
2. Experience in supervising or overseeing field staff, contractors and liaising with key clients. Provide an example of a challenging situation or conflict where your people negotiation skills reconciled a fair and consistent outcome.
3. Knowledge of, and a strong practical application to key Bush Regeneration concepts, and integrated restoration practices.
4. Experience in managing an operational budget to meet financial commitments. Co-ordinate field staff to achieve set targets.
5. Proven experience in being able to work independently, together with an ability to show initiative where required.
6. A working knowledge of Microsoft Office based programs including MS Word and Excel

### **Qualifications (essential)**

- Tertiary/ TAFE qualifications (or progress towards) in the field of bush regeneration, conservation management or practical environmental science.
- Current Drivers Licence

### **Desirable (but not required) attributes**

- Chemcert or equivalent herbicide ticket
- QLD White Card (Construction)
- Senior First Aid
- Chainsaw ticket
- Advanced driving skills (4x4), skid steer ticket, MR licence or tractor operation.
- Experience and confidence in basic maintenance of small engine machinery.

This position reports directly to the Operations Manager and or relevant project manager.

Should further information be required please feel free to call Bushcare Services on 07 5502 6586 and ask for either:

**Paul Ellis – General Manger**

**Steve Towner – Operations Manager**