

## **JOB DESCRIPTION**

<b>Job Title:</b>	Project Support Officer
<b>Designation:</b>	AO4
<b>Work Unit:</b>	Natural Resource Management Board (NT) Incorporated
<b>Position number:</b>	Supernumerary
<b>Responsible to:</b>	Contract and Grants Manager

### **Background**

The NRM Board is a relatively young regional body having only been incorporated for a few years. It covers the entire Northern Territory, approximately 17% of the Australian land mass. As one of Australia's regional natural resource management bodies the Australian Government has guaranteed the Board a minimum amount of funding for the next four years.

The Natural Resource Management Board NT (NRMBNT) helps provide a strategic and coordinated approach to NRM in the NT. We broker partnerships and projects between parties to ensure more effective and strategic delivery, and provide a mechanism for bringing together disparate organisations and stakeholders. We support the smaller NRM groups and communities. The Board plays an important role in the delivery of the Australian Government investments. It has also been asked to provide services and capacity such as monitoring and evaluation, and contract management, to a range of NT groups.

### **Primary Objective**

Support a small team in the delivery and management of external funding to the Natural Resource Management Board (NT) Inc in particular Commonwealth Government programs.

### **Key Responsibilities**

1. Work as part of a small team responsible for the successful administration of externally funded programs including the preparation and monitoring of funding agreements, finance management, correspondence and follow up action.
2. Maintain, update project database and hard copy filing system in order to record, manage and track the distribution of funds and status of project reporting in the Territory.
3. Assist in the administration of the development and implementation of the Integrated Natural Resource Management (INRM) Plan for the NT and Regional Investment Strategy.
4. Maintain internal systems, including filing and correspondence tracking.
5. Assist in the development of reports for the Board and Commonwealth Government Departments.

### **Selection criteria**

#### **Essential**

1. High level of interpersonal, communication, organisational and coordination skills.
2. Demonstrated ability to provide timely and accurate information from the databases and records management systems.
3. Demonstrated high levels of competency in the use of spreadsheets, databases and general Microsoft Office applications.
4. Well developed personal attributes including initiative, flexibility, confidentiality, good team skills and the ability to complete multiple tasks concurrently with minimal supervision.
5. High level written and oral communication skills.
6. Demonstrated experience in concession, contract and finance management
7. Working knowledge of financial management, current accounting practices and financial administration principles and procedures.

**Desirable**

1. Understanding of NRMB's organisational structure and function, as well as other organisations involved in planning and managing natural resources in the Northern Territory Region.
2. Experience in management of websites.
3. Experience in cross-cultural environments.

**Further Information**

Please visit the Board's website at [www.nrmbnt.org.au](http://www.nrmbnt.org.au)

Contact Ross Belcher on 08 8999 3783 or via email on [ross.belcher@nrmbnt.gov.au](mailto:ross.belcher@nrmbnt.gov.au)

**Approved:**

ROSS BELCHER  
Executive Officer  
Natural Resource Management Board (NT)

Date: 27 November, 2009.