



AUSTRALIAN NETWORK FOR PLANT CONSERVATION (ANPC) INC

POSITION DESCRIPTION – Project Manager QLD

- POSITION TITLE:** ANPC Project Manager, Queensland
- PREFERRED LOCATION:** Queensland Parks and Wildlife Moggill office, 55 Priors Pocket Rd, Moggill Qld 4070 or work remotely, depending on location of successful candidate.
- RESPONSIBLE TO:** Delegate of the ANPC Committee
- REMUNERATION:** \$65.00 per hour (includes loading in lieu of leave) plus Superannuation of 11%.
- PERIOD OF EMPLOYMENT:** 24 months, with possibility of extension depending on funding.
- HOURS OF EMPLOYMENT:** Casual full-time 35 hrs per week.

POSITION OBJECTIVES:

1. To undertake the coordination of the Queensland Threatened Plant Network, in collaboration with the Queensland Department of Environment and Science (DES), as specified in the collaborative agreement between DES and ANPC.
2. Contribute to and support meeting the Aim, Vision, Goals and Long-term Outcomes of the DES Threatened Species Program 2020-40 and work collaboratively towards the conservation, recovery and protection of all plant species that occur in Queensland, particularly those listed as threatened under the *Nature Conservation Act 1992*.
3. To assist the ANPC Management Committee in fulfilling the Mission Statement and Objects of the Network, as listed in the ANPC Constitution.

ORGANISATION CONTEXT:

The mission of the Australian Network for Plant Conservation (ANPC) is to 'Promote and develop plant conservation in Australia'. The ANPC is a non-profit incorporated body with membership comprising government and non-government institutions, botanical gardens, researchers, educators, land-managers, community groups and individuals with an interest in and a commitment to plant conservation. Full details about our organisation, its objectives, constitution, role in plant conservation, publications and projects are available at www.anpc.asn.au.

REPORTING STRUCTURE:

The occupant will report directly to the Manager Threatened Species Networks and Partnerships, DES, for day-to-day supervision, and a project steering committee and the ANPC Management Committee for strategic direction and guidance.

MAJOR DUTIES:

1. Identify, develop and maintain a network of organisations and individuals that includes all relevant stakeholders in Queensland plant conservation, including but not limited to, First Nations people, research institutions, NGO conservation agencies, botanic gardens and herbaria, Queensland Parks and Wildlife Service staff, Natural Resource Management Groups and Community Organisations.
2. Coordinate the organisation, promotion, implementation and evaluation of plant conservation training and information events such as conferences, workshops and symposia both in-person and online. Includes program design and presenter selection, identification of supporting resources, and development of information materials.



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3. Assist with the editing, production, promotion and distribution of educational and promotional material, and other resources (including web-based), and Queensland content for the ANPC e-newsletter and quarterly journal Australasian Plant Conservation.
4. Assist in the development and implementation of Recovery Action Plans (RAPs) in collaboration with all stakeholders through a working group to reach an agreed plan that includes all relevant actions required.
5. Assist the organisation, promotion and delivery of a biennial Australasian Plant Conservation Conference in 2024.
6. Coordinate and link the efforts of members of the network and the Australian Network for Plant Conservation and others towards plant conservation.
7. Encourage and assist in the filling of information gaps in regard to the conservation status of Queensland's flora.
8. Submit a progress report every two months to both DES and the ANPC Management Committee and an annual report each June.

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA):

Essential

1. Demonstrated understanding of issues and policies in plant conservation at species and ecological community level.
2. Demonstrated experience in coordinating events such as training courses, workshops or publications, both in-person and online.
3. Demonstrated experience in project management, including managing project budgets.
4. Demonstrated experience in building networks and working with groups or individuals who are involved in plant conservation activities.
5. Excellent organisational project planning and time management skills and ability to work within strict deadlines.
6. Excellent oral and written communication skills, including promotion, presentations, writing, editing and cross-sectoral liaison (community, industry, government, amateur and professional).
7. Ability to work as part of a small team and in a committee structure, to tight deadlines, with minimal supervision.
8. Good computer and internet skills - word processing, spreadsheets, email and internet searching.
9. A current motor vehicle driver's licence.
10. Willingness to travel to coordinate delivery of training events.

Desirable

1. Tertiary qualifications or equivalent experience in biology, ecology or environmental sciences and/or environmental training and education.
2. Knowledge of plant conservation techniques and rehabilitation procedures.
3. Good working knowledge of the Nature Conservation Act 1992.

TO APPLY:

Your Expression of Interest should address the selection criteria and include an up-to-date CV with the contact details for two referees. Please send your Expression of Interest to the ANPC Business Manager by **5pm Friday 9 June** via email business@anpc.asn.au

For more information, please contact ANPC Business Manager, Jo Lynch, via email business@anpc.asn.au or phone (02) 6250 9523.