

# Project Officer – Biodiversity On-Grounds Actions

**Location: Melbourne CBD**

**Salary: \$79,955 - \$90,716 + super**

**Position No: 819488**

- Opportunity to join Department of Environment Land Water and Planning
- Flexible working options
- Melbourne CBD location

The Project Officer – Biodiversity On-ground Actions plays a key role in the delivery of the Victorian Government's current and future biodiversity grant programs.

*We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.*

The Project Officer will work as part of a team, focusing on the implementation, and monitoring of a range of landscape scale and community grants with a focus on threatened species and biodiversity outcomes.

## Accountabilities

- Work in a multi-skilled team to effectively manage and deliver a range of environment and natural resource programs.
- Prepare high level project documentation including briefings to senior staff on complex issues, project plans, stakeholder and communication plans, grant guidelines, assessment procedures and evaluation reports.
- Monitor and report performance against agreed program objectives, report deviations and exceptions and manage risks and issues. Provide advice to the Team Leader, Biodiversity On-Ground Actions, Manager Environment Programs and Director, Environment and Community Programs regarding program progress and make recommendations regarding variations or corrective action as required (please refer to PD for full list of accountabilities)

The Project Officer must be highly organized with a strong focus on service delivery and attention to detail, sound analytical and problem-solving skills, and the ability to prioritise tasks. You will be a self-motivated individual with excellent interpersonal and team work skills.

*This is a fixed term position until 30 June 2021*

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

**To apply online and for further information on position description and selection criteria visit**

**[www.careers.vic.gov.au](http://www.careers.vic.gov.au)**

**Applications close at midnight Thursday, 31 January 2019.**