Position: Project Manager

Location: Brisbane or Townsville, QLD

Reporting to: Program Director

Status: Full time

**Overview**

Greening Australia is Australia’s largest environmental enterprise and is leading the transformation of the sector. With a mission to conserve and restore landscapes at scale through collaborative, science based and innovative conservation programs Greening Australia works with a broad range of partners including some of Australia’s largest corporations to plan, develop and deliver solutions to solve some of our biggest environmental challenges.

 We believe that people thrive when nature thrives, and we work to translate this shared value into practice. We integrate societal, environmental and financial benefits for our clients by delivering on ground win / win solutions.

Our projects include:

* large scale gully remediation and wetland restoration to improve water quality and biodiversity for the Great Barrier Reef and the generation of Reef Credits;
* storing CO2 emissions through accredited biodiverse carbon offsetting;
* conserving Australian landscapes through innovative and large-scale approaches to biodiverse restoration; and
* supporting Traditional Owners and Indigenous organisations to heal, restore and manage land, including delivery of conservation and land management training.

With teams located around the country and more than 150 knowledgeable and expert staff, we are having a measurable and lasting impact on Australia’s unique environment through our programs, services and partnerships.

**Function and Scope**

The position is responsible for providing high level planning and budget management, auditing, assurance, and controls for the execution of the Reef Aid program, as well as actively supporting the strategic planning process and the delivery of the program’s project portfolio.

This is an excellent opportunity for an experienced Project Manager to showcase your specialist knowledge on one of the worlds most recognised natural wonders. Your contribution will play a significant part in the overall success of Greening Australia nationally.

**Key Position Accountabilities**

Project development

* Work collaboratively with the team to develop funding proposals for government, philanthropic foundations, corporate entities and individual donors
* Review commerciality in proposal design and submission processes
* Overseeing project risk assessments and mitigation plans
* Design, implement and continually update program risk mitigation plans
* Supporting and coordination of project development activities and communication
* Contribute to project planning sessions for the coordination of staff and internal resources

Financial Management

* Review, analysis, monitoring, auditing and assurance of project and program financial activities (through NAV) in line with the Delegation of Authority
* Ensure financial performance in accordance with budget and strategic planning parameters.
* Manage monthly invoicing and financial reporting as required by clients, partners and Greening Australia, with support from Project Coordinator, Management Accountant and Program Manager where necessary
* Forecasting and supporting strategic planning
* Client and Contract Management
* Contract development, review and recommendations for execution in line with the Delegation of Authority
* Risk management, monitoring, auditing and assurance of project and program contractual activities including milestones, variations and other contractual obligations
* Controlling all incoming and outgoing project documentation associated with contractual deliverables
* Improve and align processes and framework for the program delivery in collaboration with internal stakeholders
* Work with new and existing clients to ensure client satisfaction and maintain and develop valuable relationships.

Workplace Health and Safety

* Working with the WHS Advisor and Operations Manager to champion high standards of safety practices in adherence with Company policies and procedures and relevant state and territory legislation.

General

* Actively support the development of the GA program

**Key Selection Criteria**

* Minimum of 10 years relevant multi-project management experience
* Minimum of a Degree in Business Administration (or equivalent) and / or Project Management (or equivalent)
* High level financial literacy including profit and loss statements, budgets and accounting treatments
* Experience with developing and reviewing detailed project costings with appropriate margins and overhead allocations
* Experience in the client relationship management
* Experience in developing and managing commercial contracts and in negotiating contractual terms and conditions
* Ability to undertake irregular inter / intra state travel for extended periods
* Excellent written skills including writing proposals and reporting.
* Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
* Excellent interpersonal skills with experience in liaison with clients and partners, including the mining and infrastructure sectors, local and state government and relevant consultants/researchers.
* Current ‘C’ Class Driver’s License

**Desirable Criteria**

* Post graduate degree in a relevant field preferred.
* High level understanding of environmental issues and associated programs
* Previous experience working in the environmental sector (e.g. landscape restoration / environmental engineering)
* Experience in leading change management and continuous improvement.
* Understanding of occupational, health and safety, equity and diversity principles and practices

**Please submit your application including:**

1. a cover letter that addresses the key areas of responsibility; and
2. your current resume.

**Submit applications:** kroseday@greeningaustralia.org.au

**Applications close:** 5pm Monday 22nd November 2021

For further information, please contact Dr Lynise Wearne (Program Director) on **0466283439** or email **LWearne@greeningaustralia.org.au**.