

POSITION DESCRIPTION

Program	Agricultural Capacity Building Program (Pilot)	
Position Title	NRM or Agricultural Extension Trainee	
Salary	\$60,000 plus superannuation	
Incumbent	This position is full time commencing on 1 August, 2017, ceasing on 31 July, 2018 (12 months duration only)	
Location	Trainees may be located anywhere in the Great Barrier Reef Catchments	
Reports To	Host Organisation (to be determined)	
Key Relationships	Internal:	Mentors, Host Organisation employees
	External:	Landholders, other Trainees, Queensland Farmers' Federation, other extension staff

Position Summary:

The Queensland Government has engaged the Queensland Farmers' Federation (QFF) to facilitate a pilot agricultural capacity building program. The program was developed in response to the third recommendation of the [Great Barrier Reef Water Science Taskforce report](#) that calls for more effective, targeted and coordinated extension to support large scale land management practice changes in the Great Barrier Reef (GBR) Catchments.

Over the last 10 years, landholders, regional natural resource management organisations, industry and many others have been working to improve land management practices throughout the Great Barrier Reef Catchments. The focus is on reducing the risk of excess nutrients, pesticides and sediments from agricultural runoff impacting degrading reef water quality in the GBR se catchments. The major agricultural activities in the Great Barrier Reef catchments include – sugarcane, grazing, bananas, horticulture (including bananas), grains and dairy.

The pilot agricultural capacity building program aims to improve the capacity of up to six early career extension officers (Trainees) by enhancing their skills in delivering agricultural and Natural Resource Management (NRM) projects with landholders in the GBR Catchments. Trainees will be hosted by suitable organisations and receive mentoring from experienced advisors, participate in relevant training and expand their access to extension networks. It is anticipated that the Trainee will develop expertise in one or more of the following areas: land management, water quality, soil health, and nutrient and pest management.

Host organisation and work location:

Host organisations are currently being assessed for suitability. Host organisations will be either a:

- Regional agricultural industry groups or enterprise
- Regional NRM body
- RD&E organisation
- Industry based organisations

The process of selection of host organisations will run concurrently to the selection of the Trainees.

Future host organisations will need to meet the following criteria:

- Must be either a Not-for-Profit organisation, Industry group or enterprise, RD&E organisation or regional Government department (with significant regional Queensland operations)
- Be actively involved in the delivery of extension or advisory services aligned to the objectives of the Reef Plan (insert link to website)
- Provide the Trainee with access to an appropriate mentor who is an acknowledged expert in their field (relevant to agriculture/land management in reef catchments).

It is anticipated that a Trainee will be located in each the Great Barrier Reef Catchment (refer to Appendix A). The candidate may nominate three regions, they would like to work in, in order of preference. It will be the Trainee's responsibility to organise their own relocation to the host organisation's office at their own cost as required.

The selected host organisations will be provided with a shortlist of candidates. The host organisation will then select their preferred candidate. Once the successful trainees have been matched with a host organisation, QFF make the initial contact with the trainee to offer the position. Once the offer has been accepted, further employment discussions will be held between the host organisation and the trainee.

Trainee role/ responsibilities:

The successful Trainee will work with a host organisation to support landholders with land management practices that improve the quality of water entering the Great Barrier Reef.

The NRM or Agricultural Extension Trainee will:

- Increase their capacity to deliver Agriculture extension, which is about working with landholders to facilitate change in on their property that has social, productivity and environmental outcomes. This is achieved by helping people gain the knowledge and confidence so they want to change and providing support to ensure it is implemented effectively.
- Work with the host organisation and their mentors to develop and implement a 12 month work program that supports landholders to adopt practices that improve water quality. This work program will need to be approved by both the host organisation and QFF.
- Actively contribute to the design and delivery of their program, as well as to the design and delivery of extension activities under the guidance of their mentor.
- Complete a skills needs assessment. This will allow for activities specified in the work program to be tailored to the Trainee's needs.
- Attend designated training programs and demonstrate competency in specified training unit.
- Demonstrate skill development to the satisfaction of their mentor and meet agreed performance standards.
- Develop and implement a stakeholder engagement plan to proactively engage with internal and external stakeholders and create their own networks throughout the year.
- Undertake evaluation activities and participate in a public forum to report on outcomes of the program.
- Actively participate and potentially present at Reef events and other forums as requested.

Trainees will be required to attend all training activities as per agreed work program, including:

- Induction workshop to take place at the commencement of the program. This workshop will set out the expectations and requirements of the project, as well as an opportunity for participants to complete their work program.
- Participation in workshops held as part of the pilot agricultural capacity building program.
- Attendance at the [Australasia Pacific Extension Network \(APEN\) conference](#) (September 2017), and at a public forum at the end of the term
- Other training activities as agreed in the work program.

Eligibility Criteria:

Essential

To be eligible as a Trainee, candidates must:

1. Be a citizen or permanent resident of Australia
2. Hold a 'Class C' Queensland driver's license
3. Have completed studies in Agriculture, Science or Environment (minimum Certificate IV)
4. Be at the beginning of your career or a new entrant to the extension field with no more than two years of experience in extension or advisory services
5. Be willing to work with any host organisation in any GBR Catchment. Applicants can indicate a preference to work in a particular area or with a specific commodity, however there is no guarantee that the request will be fulfilled. It will be the Trainee's responsibility to organise relocation to the host organisation's office at their own cost.
6. Be able to commence work no later than 1st August, 2017
7. Be able and willing to travel throughout a region and the GBR Catchments as part of their work. This may include multiple days away at a time.
8. Actively participate in specified training and demonstrate competency in agreed key performance indicators
9. Demonstrate capacity to work independently within a team environment
10. Have a high level verbal communication skills and demonstrated networking skills

Desirable

11. Demonstrated training in fields valuable to deliver Reef health outcomes is desired, such as land management, water quality, soil health, and nutrient and pest management.

QFF supports equal opportunity employment and Aboriginal people and Torres Strait Islanders are encouraged to apply

Selection criteria:

Applications will be assessed by the project's steering committee against the following criteria:

- Strong academic record as demonstrated by transcripts or demonstrated high level of proficiency in relevant fields
- The ability of trainees to effectively communicate and engage with people.
- Satisfactory referee reports
- Likelihood and commitment of the applicant to contribute to the improved land practices demonstrated by their previous training, and knowledge of the main issues
- Potential ability of the Trainee to build networks and liaise effectively with primary producers.

Submitting an application:

Candidates are asked to submit the following information:

1. Current Curriculum vitae (CV)
2. A cover letter (maximum two pages), or a 3-minute video clip that summarizes why the project steering committee should actively consider you for this role, and that responds to the following questions:
 - *How would you use your skills, previous training and knowledge to improve land management practices and obtain positive environmental outcomes for the Great Barrier Reef?*

- *What are your areas of interest in terms of land management practices and industries? What are your preferred locations (three, in order of preference) within the reef catchment to undertake your work placement? See Appendix A for a guide of locations, industries and areas of interest.*
 - *Why do you think extension officers are important for protecting the Great Barrier Reef and what key attributes would you provide to this role?*
 - *Describe your ability to build networks and communicate effectively with people. Please provide an example of how you have done this in the past.*
3. Proof of nationality or a permanent residence visa.
 4. Certified copies of your academic record and academic transcript.
 5. Two referee reports/letters that support your claims for the position. The references should address the selection criteria used by QFF to evaluate your application.

These documents should be emailed to diana@qff.org.au by 5pm, 5 May 2017.

If you are submitting a video, please send a Dropbox link.

No additional information or attachments (such as images, diagrams, flow tables, etc.) should be included unless a prior arrangement has been made with QFF.

Application and Assessment Cycle:

The following sequence outlines the work placement cycle.

Event	Proposed Date
Call for Trainee Applications	10 April 2017
Trainee's Application Closes	5 May 2017
Shortlist applicants Notified	Mid May 2017
Interviews of Shortlisted Applicants	Late May 2017
Matching process Host Organisations - Trainee	Early June 2017
Applicants advised of Selection Outcomes	Mid to late June 2017
Proposed starting date	1 August 2017
Induction Workshop completed and Work Program developed	August 2017

These are tentative dates. You will be advised of any changes.

If you are a successful candidate, QFF make the initial contact with you to offer the position. Once the offer has been accepted, the host organisation will contact you to discuss the detail about your employment and contract. Your contract will be aligned to the grant agreement between your host organisation and QFF, according to the provisions of the Deed of funding agreement from the Department of Environment & Heritage Protection.

Further information:

For any queries related to the Pilot Agricultural Extension Work Placement Program contact Dr Diana Saunders at diana@qff.org.au or phone (07) 3837 4726.

Some useful links are:

[EHP](#)

[Office of the Great Barrier Reef](#)

[QFF](#)

[Rural Jobs and Skills Alliance](#)

[Reef Alliance](#)

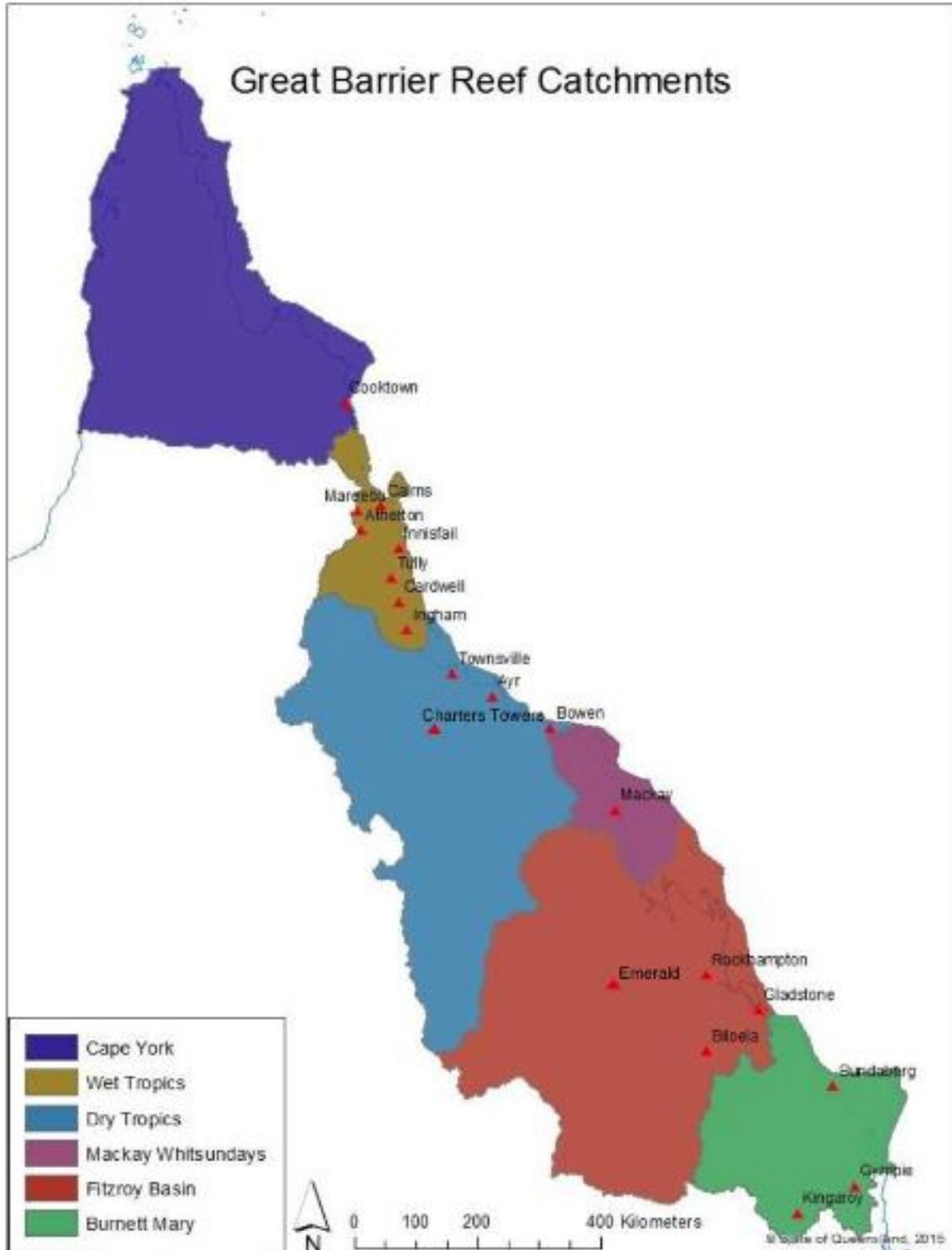
[Appendix A](#)

Figure 1: Great Barrier Reef Catchments

Table 1: Reef Regions, major commodities and areas of interest.

Reef Catchments
Cape York
Wet Tropics
Dry Tropics
Mackay Whitsundays
Fitzroy Basin
Burnett Mary
Major Agriculture Industries within Reef Catchments
Sugarcane
Grazing
Bananas
Horticulture
Grains
Dairy
Examples of interest areas
Nutrient Management
Sediment management
Farming systems
Soil Conservation
Soil health
Water quality
Irrigation Management
Land Management
Pest Management
Precision Agriculture
Other (specify)