**NRM OR AGRICULTURAL EXTENSION TRAINEE**

- Are you passionate about making a difference to the Great Barrier Reef?

- Are you passionate about Agriculture?

- Are you looking to widen your industry experience?

This is your opportunity to be mentored by experienced experts to gain skills and experience to be able to support primary producers located throughout the Great Barrier Reef Catchments in improving their land management practices.

**POSITION DESCRIPTION**

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| --- | --- | --- |
| **Program** | Agricultural Extension Work Placement Program (2021-2022) | |
| **Position Title** | NRM or Agricultural Extension Trainee | |
| **Salary** | XXX | |
| **Incumbent** | This position is full time commencing on 1 March 2021, ceasing on 31 May, 2022 (15 months duration only) | |
| **Location** |  | |
| **Reports To** |  | |
| **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 the Agricultural Extension Work Placement Program, an internship-style program for up to eight early career extension officers (graduates).

The program will enhance graduates’ skills to deliver agricultural and natural resource management projects with landholders in the GBR Catchments, developing expertise in one or more of the following: land management, water quality, soil health, and nutrient and pest management.

Graduates will be employed for 15 months to assist with the delivery of extension services through their host organisations, supported by mentoring from experienced advisors and a tailored training program. Graduates will also have the opportunity to build professional and local networks with their fellow graduates, industry advisors, previous graduates as well as in their local communities.

**Host organisation and work location:**

To be included by the host.

**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 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 15 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:

* + The induction workshop (to take place within the first two weeks of commencement)
  + The Australasia Pacific Extension Network (APEN) or similar event to be held in 2020
  + A bus trip to expose the trainee to different extension practices
  + The mid-year review workshop
  + The final evaluation event
  + And complete the University of Melbourne training modules for advisors

**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 March, 2021
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**

1. 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, 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 summarises 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?*
* *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.*

1. Proof of nationality or a permanent residence visa
2. Certified copies of your academic record and academic transcript
3. 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.

Please email these documents should be emailed to [aewpp@qff.org.au](mailto:aewpp@qff.org.au) **by 5pm, XXX (date to be determined)**.

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 | December 2020-January 2021 |
| Trainee’s Application Closes | 21 January 2021 |
| Interviews of Shortlisted Applicants | February 2021 |
| Applicants advised of Selection Outcomes | End of February 2021 |
| Proposed starting date | March/April 2021 |
| Induction Workshop completed and Work Program developed | TBA |

***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 and Heritage Protection.

**Further information:**

For any queries related to Agricultural Extension Work Placement Program contact Dr Diana Saunders at [aewpp@qff.org.au](mailto:aewpp@qff.org.au) or phone (07) 3837 4726.

Some useful links are:

[DES](https://www.des.qld.gov.au/)

[Office of the Great Barrier Reef](https://www.ehp.qld.gov.au/water/monitoring/projects/)

[QFF](http://www.qff.org.au/)

[Rural Jobs and Skills Alliance](http://www.qff.org.au/projects/rural-jobs-skills-alliance/)

[Reef Alliance](http://www.qff.org.au/projects/reef-alliance/growing-great-barrier-reef/)