

POSITION DESCRIPTION

Position Title	Waterways & Coastlines Program Manager
Classification	Level 9; Fixed term – 2 years (Flexible)
Business Function	Natural Resource Management (NRM)
Reports to	Regional NRM Manager
Date	September 2026

CONTEXT

Tasmania's Cradle Coast Region is home to iconic species, natural landscapes and Tasmania's Wilderness World Heritage Area. There are 20 diverse river catchments, fertile and productive agricultural land, and rich and extensive Aboriginal cultural landscapes.

Cradle Coast NRM is one of three natural resource management (NRM) organisations in Tasmania (and 54 in Australia). The role of Cradle Coast NRM is to protect, sustainably manage and improve natural resources by actively working with communities to ensure a healthy future for the region. Our work is guided by the *2030 NRM Strategy for Cradle Coast Tasmania* (the NRM Strategy) which, across key themes of Land, Biodiversity and Water, aims to build, support and maintain:

- Healthy, resilient and biodiverse environments;
- Healthy and productive water and marine resources; and
- Productive and sustainable land management.

Cradle Coast NRM is a business unit of Cradle Coast Authority (CCA), a local government organisation that is jointly owned by the councils of north-west and western Tasmania who aim to make our region a better place to live, work and invest.

POSITION SUMMARY

The Waterways & Coastlines Program Manager will lead the development and delivery of Cradle Coast NRM's Water Program, overseeing a portfolio of projects that protect and improve the region's rivers and estuaries, wetlands and waterbodies, and coastal and marine environments. The role will provide strategic and operational leadership for major regional initiatives, including Healthy Harbour project (Macquarie Harbour), Mersey Estuary Urban Rivers project, and coordination of the proposed Ramsar nomination for the Circular Head Coastal Wetlands. The position will lead project teams, build strong partnerships, secure and manage investment, and translate science, strategy and community priorities into practical environmental outcomes.

DUTIES AND RESPONSIBILITIES

Key responsibilities include:

- Leading the Water Program and coordinating delivery of a portfolio of projects that protect, restore and improve the region's rivers, estuaries, wetlands, urban waterways and coastal and marine environments.
- Providing program leadership for major regional initiatives, including the Healthy Harbour and Urban Rivers & Waterways projects, ensuring projects are well planned, integrated and delivered to a high standard.
- Coordinating the proposed Ramsar nomination for the Circular Head Coastal Wetlands, including scientific and technical inputs, stakeholder and community engagement, government liaison, Aboriginal cultural values and preparation of nomination documentation.
- Developing new Water Program proposals and investment opportunities through effective stakeholder engagement, partnership development and alignment with the 2030 NRM Strategy.
- Leading, supporting and coordinating local and remote project teams to deliver agreed outputs and outcomes while maintaining a positive, collaborative work culture.
- Building and maintaining productive relationships with Aboriginal community stakeholders, private landholders, community and industry groups, local and State Government, researchers, technical specialists and other delivery partners.
- Facilitating community participation and adoption of conservation action by providing stakeholders with appropriate knowledge, skills, support and opportunities to contribute to improved water and environmental outcomes.
- Managing monitoring, evaluation and reporting requirements for funded projects and using evidence to assess progress, demonstrate outcomes and support continuous improvement.
- Ensuring effective financial, procurement and contract management, including budget oversight, expenditure tracking, variations, risk management and contingency planning.
- Preparing high-quality funding applications, correspondence, articles, submissions, reports, briefing papers and presentations for a range of internal and external audiences.
- Complying with relevant Work Health and Safety procedures and policies, maintaining confidentiality when required, and undertaking other duties as directed by the Regional NRM Manager or CEO.

KNOWLEDGE, SKILLS, AND EXPERIENCE – SELECTION CRITERIA

Essential

- 1) Tertiary qualification/s in NRM (environmental science, environmental engineering or environmental management) or in another related field with extensive experience working in NRM.
- 2) Demonstrated experience leading complex environmental or NRM programs or projects, including planning, developing and managing budgets, procurement, contract management, monitoring, evaluation, and reporting.

- 3) Significant experience in stakeholder and community engagement, with the ability to build trusted relationships, facilitate participation, negotiate differing perspectives and influence collaborative outcomes.
- 4) Strong knowledge of aquatic ecosystems, with demonstrated ability to interpret and integrate scientific, technical, policy and community information to guide practical conservation and restoration outcomes.
- 5) Demonstrated experience in leading, managing and supporting teams that deliver high-quality work to achieve outcomes while maintaining a positive work culture.
- 6) Effective written and verbal communication skills with experience preparing funding applications, project documentation, and briefings to managers, politicians and media.
- 7) Current Class C Driver's Licence.

Desirable

- 1) Understanding of the NRM sector in Tasmania including Aboriginal community, environmental stakeholders, NRM programs and funding opportunities.
- 2) GIS skills and experience.

ORGANISATIONAL RELATIONSHIPS

SUPERVISOR

- Regional NRM Manager

DIRECT REPORTS

- Water Coordinator/s and NRM Officer/s

INTERNAL

- NRM team including project support staff
- Other CCA Employees
- Regional NRM Committee and the CCA Board

EXTERNAL

- Tasmanian Aboriginal community stakeholders
- Community group, interest group and industry stakeholders
- Local Government representatives and employees
- State Government representatives and agencies
- Relevant specialists from research organisations
- Delivery partners including subcontractors
- Other Tasmanian regional NRM organisations

CCA operates in a collaborative and consultative manner, working with integrity, respect and openness when dealing with others. We believe that teamwork, effective communication, and professionalism are essential in achieving high quality outcomes.

KEY PERFORMANCE INDICATORS

- Identifies and co-develops projects based on emerging priorities and 2030 NRM Strategic outcomes and supports the securing of appropriate funding.
- Establishes key relationships with stakeholders, including industry, community and governments and fosters ongoing collaboration to successfully deliver outcomes of the NRM Strategy.

- Funded projects are appropriately designed and delivered effectively and efficiently to achieve outcomes.
- Communicates effectively both verbally and in written form, with high level accuracy and attention to detail.
- Works autonomously, prioritises and efficiently multi-tasks in a busy environment to meet business deadlines.

KEY BEHAVIOUR INDICATORS

Cradle Coast NRM is committed to high standards of performance, and all employees are responsible for ensuring that behaviour is in line with key behaviour indicators:

- Demonstrate CCA's values through their behaviour, decisions and interactions with colleagues, partners and the community.
- Demonstrates sound decision-making and professional judgment to ensure conflicting and competing priorities are managed appropriately.
- Effectively works in a collaborative manner with all concerned parties.
- Understands the importance of wellbeing and promotes health and safety.
- Adopts innovative methods and approaches.
- Complies with relevant legislation, policies, and procedures.