



Role Description

Role Title: Industry Engagement Manager - Acting

Our Organisation

Our vision is *Nature loved by all and thriving*, because we see people and nature being fundamentally dependent on each other.

Nature Foundation is a South Australian charity passionate about nature conservation. We work with and inspire others to Save, Protect and Restore areas of exceptional biodiversity value, threatened species and sites of natural, cultural and geological significance. Established in 1981 by visionary members of the community, Nature Foundation has helped protect more than 11,500 square kilometres of the state so far, both terrestrial and wetland, and is now one of the largest non-government conservation land managers in South Australia and third largest in Australia.

Nature Foundation is a member-based organisation supported and advanced by a dedicated group of members, volunteers, staff and benefactors - underpinned by science. It highly values reaching and working in partnership with volunteers and local communities, community organisations, business and the three levels of government.

Its science program, in collaboration with South Australia's three universities, has to date granted more than \$1.6million to support 390 students and community projects advance the study of and careers in nature conservation.

Many of these partnerships are developed on the Nature Foundation's Nature Reserves. The two main Reserves – Witchelina in the Far North of SA, and Hiltaba at the western end of the Gawler Ranges – also offer unique opportunities for Nature Foundation members and other visitors to experience the beauty of, and fascination for the natural world that lies at the core of our work.

Nature Foundation's Water For Nature Program delivers water to large and small River Murray wetland and floodplain sites to sustain and bring wetland environments back to life, contributing to the health of the system as a whole from the border to the sea.

Our values

We believe

- Nature is at the core of all we do
- People and their diversity matter
- In using resources very well
- Collaboration achieves more
- In being passionate and positive
- In being curious and innovative.

About the Role

The Industry Engagement Manager is responsible for maintaining the wide range of relationships required for the delivery of Nature Foundation's native vegetation offsets program, to secure significant gains for nature and positive results for industry and community

Key Role Outcomes

- To maintain the project pipeline and to grow the reputation of Nature Foundation as an accredited provider of Significant Environmental Benefit strategy and solutions
- Working to, and reporting on, the Industry Engagement Plan.
- To sustain relationships with companies, agencies, regional and industry bodies with an interest in native vegetation clearance offset obligations
- Attract organisations, communities and landholders to partner with the Nature Foundation, and to keep them informed and involved with Nature Foundation
- Advancing connections and partnerships with Aboriginal communities.
- To be up to date on market and policy changes affecting partner organisations, industry and community, and to provide timely advice to the CEO, Council and committees on risks and opportunities.

Key Relationships

- Reports to the Chief Executive Officer.
- Critical partnerships with the staff team.
- Supporting the Council of Nature Foundation through its committee structure.
- Industry partner, environmental approvals and external relations personnel, industry associations and government agencies.

Special Conditions

- The role may be part time (0.8 FTE) through to full time, for a period of 8 weeks commencing on 20th August 2018 and concluding on 12th October 2018. This will

include a one week 'cross over' period with the current incumbent occurring at both ends of the term of employment

- The position will be based in the Hindmarsh office.
- A current driver's licence is required.
- Some out of hours work, intra and interstate travel involving overnight through to several-day absences from home may be required, including familiarising self with the organisation's nature reserves, and visiting them periodically.
- All staff are encouraged to wear an appropriate uniform in any public setting and will represent the organisation in a professional manner.
- Nature Foundation SA is a non-smoking work environment.

Assessment criteria

Your suitability for the role will be assessed on demonstrated knowledge, experience, achievements and abilities against the responsibilities of the role using the following key criteria.

| Capability | Elements | Behavioural indicators |
|---|---|--|
| Supports strategic direction and change | Supports shared purpose and direction | <ul style="list-style-type: none"> • Understands and supports the Nature Foundation vision, purpose and objectives |
| | Motivating others | <ul style="list-style-type: none"> • Uses own drive to foster energy and a sense of achievement. |
| | Thinking and acting strategically | <ul style="list-style-type: none"> • Creates operational plans that contribute to strategic goals and results • Converts creative ideas into operational solutions and is able to solve problems. |
| Achieves results | Delivering effective outcomes | <ul style="list-style-type: none"> • Sets priorities for self and manages workflow in order to achieve outcomes on time. • Works with stakeholders to problem-solve, overcome challenges and achieve outcomes. • Applies self with initiative, energy and drive |
| | Assuming Accountability | <ul style="list-style-type: none"> • Establishes own credibility by demonstrating personal competence and technical expertise. • Takes personal responsibility for own conduct and completion of work to a high standard and seeks guidance when required. |
| | Making decisions | <ul style="list-style-type: none"> • Looks at information available and analyses key risks and benefits before making decisions. • Ensures decisions taken abide by relevant legislation, regulations and policies. |
| Drives business excellence | Facilitating quality and continuous improvement | <ul style="list-style-type: none"> • Actively striving to deliver quality outcomes even when under pressure. |
| | Promoting customer service | <ul style="list-style-type: none"> • Contribute to building capacity and capability within your area to deliver services and excellent customer service to a diverse range of |

| Capability | Elements | Behavioural indicators |
|--|--|---|
| | | internal and external stakeholders effectively and efficiently. |
| | Innovation | <ul style="list-style-type: none"> • Contribute to identifying new ways or technologies of working to increase personal and organisation effectiveness. • Contributes to diminished risk and improved performance in employee and volunteer safety management within the program and the organisation |
| | Directing resources | <ul style="list-style-type: none"> • Identifies and secure resources and competencies needed to get the work done • Annual plans are implemented in line with governance standards, the strategic plan, budget, outputs and timelines and their objectives achieved. |
| Forges relationships and engages others | Nurtures internal and external relationships | <ul style="list-style-type: none"> • Proven well-developed interpersonal and emotional intelligence skills that foster trust, cooperation and credibility. • Demonstrates ability to form positive, constructive and collaborative internal and external relationships and teams |
| | Influencing and negotiating | <ul style="list-style-type: none"> • Demonstrates ability to persuade a diverse range of internal and external interests. |
| Exemplifies personal drive and professionalism | Demonstrated personal awareness | <ul style="list-style-type: none"> • Ability to reflect on and adapt own style and behaviours and sound awareness of how these impact others. • Lives the organisation's stated values on a day to day basis. |

Skills & capabilities

- Business development and/or relationship management experience.
- Well developed communication and organisational skills.
- Demonstrated sound understanding of ecological principles.
- Strong project management skills.
- A 'self- starter' with solid market research and marketing capabilities.
- Ability to use a CRM system to manage activity and map relationships.
- Demonstrated ability to deliver exceptional customer service
- Proven ability to adapt communication styles to the relevant audience.
- Effective use of the Microsoft suite, and understanding of social media tools.

Work, Health and Safety

- Actively advances workplace safety attitudes, practices, procedures and programs.

- Proactively ensures any direct reports or volunteers understand workplace health and safety requirements and responsibilities and are trained accordingly.
- Develops, implements and monitors work health and safety plans that enhance the safety and wellbeing of direct reports and volunteers and mitigate organisational risk.
- Actively participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks
- Maintains appropriate workplace safety records.
- Implements procedures for supportively managing injured employees and helping them resume their work.

Corporate Responsibilities

- Maintains a commitment to equal employment opportunity, diversity, ethical conduct, and record keeping within the obligations upon Nature Foundation SA.
- Actively participates in the organisation's Performance Development and Review Program.
- Demonstrates professionalism and sensitivity in all dealings within and beyond the organisation.

Approved By : _____ **(Delegate)**/...../....