

## Position Description

<b>Job Title:</b>	Project Manager - The Island
<b>Term:</b>	3 year fixed-term contract, 0.4 - 0.6 FTE
<b>Classification</b>	\$75K to \$85K pro rata, subject to qualifications and experience
<b>Date:</b>	Earliest available start
<b>Reports to:</b>	Conservation Operations Manager
<b>Direct Reports</b>	None.
<b>Company Information</b>	<p>Cassinia has been a leader in landscape restoration and biodiversity protection since 2004. We deliver projects which restore, reconnect and protect Australia’s natural systems; endeavouring to see all of Australia’s national parks reconnected through biodiversity-based revegetation projects. We also seek to incorporate conservation management into agricultural systems, creating landscapes which are both productive and ecologically resilient.</p> <p>Our mission is to protect, restore, reconnect and enable stewardship of one third of landscapes for nature.</p> <p>Our vision is for healthy, connected and productive landscapes where people and nature flourish.</p> <p>Visit <a href="http://www.cassinia.com">www.cassinia.com</a> for more information</p>
<b>Location</b>	<ul style="list-style-type: none"> <li>Principal place of work will be onsite at a Cassinia property near Bacchus Marsh, with some home office work and attendance at Cassinia’s head office in Kyneton.</li> <li>Other duties as required from time to time may involve working in various locations throughout Victoria, including overnight stays.</li> </ul>
<b>Purpose of Role</b>	The Project Manager – The Island is responsible for the coordination, planning, and delivery of restoration and protection activities on a rural property between Bacchus Marsh and Ballan, Victoria. The role will lead land management activities, supervise contractors, and ensure the project is delivered efficiently, safely, and to a high standard.
<b>Delegated Authority</b>	<ul style="list-style-type: none"> <li>Autonomy to manage day-to-day operations and contractor coordination within approved project budgets and timelines.</li> <li>Required to use a significant level of initiative and judgment to resolve issues, seeking guidance from management when necessary.</li> <li>Applying theoretical knowledge of ecology and restoration practices to operational problem solving.</li> <li>Contribute to projects within agreed timeframes and budgets.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Uphold the core values and strategic vision of Cassinia Environmental.</li> </ul> <p><u>Project Coordination &amp; Delivery</u></p> <ul style="list-style-type: none"> <li>Lead the planning and implementation of restoration activities in line with project objectives and timelines.</li> <li>Coordinate the development and application of a Melbourne Yellow Gum Management Plan for The Island property.</li> <li>Manage the project budget, ensuring all activities are delivered cost-effectively and within approved financial limits.</li> <li>Collaborate with staff to align works with broader organisational goals.</li> </ul> <p><u>Contractor &amp; Work Supervision</u></p>

	<ul style="list-style-type: none"> <li>● Engage and supervise contractors performing land restoration, fencing, pest control, and revegetation.</li> <li>● Ensure contractor performance meets environmental and safety standards.</li> </ul> <p><u>Natural Resource &amp; Land Management</u></p> <ul style="list-style-type: none"> <li>● Oversee weed and pest animal control programs.</li> <li>● Prepare and manage revegetation zones including planting coordination.</li> <li>● Implement best practice methods for erosion control, firebreak maintenance, and sustainable land use.</li> <li>● Maintain infrastructure, including fencing, tracks, and facilities.</li> </ul> <p><u>Reporting &amp; Compliance</u></p> <ul style="list-style-type: none"> <li>● Maintain accurate records of works, inputs, and progress.</li> <li>● Provide regular updates to the Conservation Operations Manager.</li> <li>● Ensure compliance with relevant environmental and safety regulations.</li> </ul>
<b>Key Performance Indicators</b>	<ol style="list-style-type: none"> <li>1. Melbourne Yellow Gum Management Plan developed and approved.</li> <li>2. Completion of scheduled land management and restoration tasks on time and within budget, including the delivery of 17 hectares of revegetation.</li> <li>3. Contractor work is delivered to required standard.</li> <li>4. Monthly reporting submitted with clear progress updates.</li> <li>5. The Island property remains safe, operational, and compliant with environmental and workplace standards.</li> </ol>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Degree or certificate in Environmental Science, Natural Resource Management or related field. Demonstrated experience is strongly favoured over level of education.</li> </ul>
<b>Experience</b>	<p><u>Key Skills &amp; Experience</u></p> <ul style="list-style-type: none"> <li>● Experience in property management, land restoration, or conservation projects.</li> <li>● Ability to manage a project budget.</li> <li>● Strong understanding of natural resource management techniques, including pest control and revegetation.</li> <li>● Hands-on experience with land management activities such as tree planting, fencing, weed control, and erosion management.</li> <li>● Ability to manage and supervise contractors and on-ground teams effectively.</li> <li>● Strong organisational and problem-solving skills.</li> <li>● Experience using farm or land management equipment (chainsaws, sprayers, etc.) is desirable.</li> <li>● Ability to work independently and proactively in a remote and rural setting.</li> <li>● Physically fit and capable of undertaking manual outdoor work in various conditions.</li> <li>● A commitment to environmental conservation and sustainable land management.</li> </ul>
<b>Skills, knowledge &amp; competencies</b>	<ul style="list-style-type: none"> <li>● <b>Ecological and restoration knowledge:</b> A well-developed understanding of conservation, ecological, and restoration principles. Plant identification of the local Bacchus Marsh area is highly desirable.</li> <li>● <b>Proficient with computer software:</b> including simple mapping tools including Avenza, Google Maps, spreadsheets, word processing, and email.</li> <li>● <b>Teamwork:</b> willingness to assist and support others as required. Desire to work as a team, to connect and nurture people and the environment.</li> <li>● <b>Time management/organisational skills:</b> accomplish objectives effectively within the time frame given and carry out reporting in an efficient and timely manner.</li> <li>● <b>Communication skills:</b> strong written and verbal communication skills with various stakeholder groups, principally neighbouring landowners and co-workers.</li> <li>● <b>Interpersonal skills:</b> outstanding interpersonal skills. A strongly developed collaboration approach to working with a range of teams and groups.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Ability to undertake work in isolated and remote areas:</b> As required, use of emergency devices, location apps, map reading and radio communication skills.</li> <li>● Current driver's licence (manual preferred and 4WD competency).</li> <li>● Experience with GIS mapping or property planning tools is an advantage.</li> <li>● Chemical users' certificate (or willingness to obtain).</li> <li>● First aid certification (or willingness to obtain).</li> <li>● Chainsaw Licence (or willingness to obtain).</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Passion for conservation and restoration of the natural environment</li> <li>● A good level of physical fitness to undertake field work in challenging environments.</li> <li>● Professional and confident approach to work</li> <li>● Self-motivated, organised and time-efficient.</li> <li>● Ability to work with others</li> <li>● Ability to work under pressure</li> <li>● Strong attention to detail</li> <li>● Positive approach to change</li> <li>● Alignment with Cassinia values: Humility, Integrity, Excellence, Relationships, Generosity, Innovation</li> </ul>
<b>Applications</b>	<p>Please provide a detailed CV and concise cover letter demonstrating your experience, knowledge, skills and competencies via email to <a href="mailto:jobs@cassinia.com">jobs@cassinia.com</a></p> <p>Applications close 5pm 15 April 2025</p> <p>Any queries please contact Chris Lindorff, General Manager, Operations on 0437 952 421 or <a href="mailto:chris.lindorff@cassinia.com">chris.lindorff@cassinia.com</a>.</p>

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. Your job description will be reviewed on an annual basis. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business and also support the initiatives of our associated partner, Social Foundry which is a Not-for-Profit Enterprise.