

Project Officer

Four Wheel Drive Victoria

Project Officer



Four Wheel Drive Victoria.

The Peak Association representing Four Wheel Drive Clubs throughout Victoria.

Position purpose

Key responsibilities of this Project Officer position include coordination of the Clean Up the Bush project and improving the efficiency of delivery of key volunteer services, with a focus on streamlining the Department of Environment, Land, Water & Planning (DELWP), Parks Victoria and FWDV volunteer recruitment processes and finalizing supporting documentation (i.e. Job safety forms, project checklists and safe work method statements). This Project Officer position will support Four Wheel Drive Victoria (FWDV) in the delivery of priority projects (as detailed in the FWDV-DELWP 2017/18 service agreement).

About Four Wheel Drive Victoria

Four Wheel Drive Victoria's vision is to create and maintain a vibrant, professional and representative Association to serve the needs of all four wheel drivers in the State of Victoria for their recreational activities under the mantra of "Driving in a sustainable environment".

At Four Wheel Drive Victoria our mission is:

- To promote and advance four wheel drive touring as a responsible recreation.
- To promote vehicle based dispersed bush camping.
- To encourage and foster the development of Four Wheel Drive Clubs.
- To promote an active interest in conservation and the protection of the environment.
- To co-ordinate and promote the activities of affiliated clubs, members, and associated bodies, and sporting activities.
- To acquire, preserve and disseminate information relating to the recreation of four wheel driving.

For further information about FWDV, please visit our website www.fwdvictoria.org.au

Context

FWDV have a 2017/18 service agreement with DELWP to deliver a range of volunteer services across DELWP and Parks Victoria managed land. The need for a part time project officer to assist in coordinating delivery of some of these services has been identified.

Accountabilities

- Coordinate with delivery partners/4WD clubs the Clean Up the Bush project in two regional locations.
- Streamline the Camp Host, Clean Up the Bush and Track Clearing volunteering processes and finalize supporting documents, to enable more efficient delivery of these volunteer initiatives
- Assist regional 4WD Clubs in finalizing the six State forest 4WD touring routes and the supporting Forest Notes.
- Assist with the coordination of volunteer training for 4WD club members (training to be delivered by others) and the provision of evidence of competencies completed back to DELWP.
- Assist with the development of Joint 4WD Vic/PV/DELWP branded educational material developed suitable for dissemination at shows and events
- Provide project management support to the CEO – Four Wheel Drive Victoria, as required.

Position specific requirements

This position has the following specific requirements:

Victorian Driver's License is required.

This position has a requirement for occasional out of hours work that will involve evening or weekend work including occasional overnight travel (TIL will apply)

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

Knowledge and Skills

Problem Solving: Seeks all relevant information for problem-solving; liaises with stakeholders; identifies and proposes workable solutions to problems

Project Management: Regularly communicates with, and supports project team members; ensures project objectives are met by anticipating and managing potential and emerging issues

Stakeholder Management: Takes concrete steps to add value for the stakeholder; monitors client and stakeholder satisfaction; constructively deals with stakeholder issues

Service Excellence: takes responsibility for correcting problems promptly and without becoming defensive; makes specific changes in work methods to improve outcomes, quality and timeliness of service

Personal

Conceptual and analytical ability: Deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.

Teamwork: Cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within group.

Customer focus: Listens to customers, actively seeks to meet customer needs; seeks ways to improve services; committed to delivering high quality outcomes for clients.

Initiative and accountability: Proactive and self-starting; seizes opportunities and acts upon them; takes responsibilities for own actions.

This role will be on a 4 day a week basis. Hours worked per day will be from 8:45am to 5.00pm with a half hour lunch break. Salary for the position will be \$40,000 plus 9.5% superannuation.

Apply online to the Office Manager, Four Wheel Drive Victoria, PO Box 292 Mitcham VIC 3132