

ARID LANDS ENVIRONMENT CENTRE (ALEC) JOB DESCRIPTION AND KEY PERFORMANCE INDICATORS

ALEC Policy Officer

0.6FTE - \$65K pa pro-rata, 5 weeks annual leave

The ALEC Policy Officer position is funded until December 2021 as part of a Service Agreement with the Northern Territory Government to enable ALEC to:

- i. To proactively engage with the Territory government with thoughtful and innovative submissions that contributes to the development of rigorous and contemporary environmental regulatory framework.
- ii. To liaise with the community and represent the communities interest on environmental matters associated with environmental regulatory reform and the development of environmental policy.

The ALEC Policy Officer role will work with the ALEC CEO and ALEC Communications Manager to ensure ALEC members, supporters and the wider community are informed of environmental issues and opportunities to engage with environmental regulatory reform and other government processes.

The ALEC Policy Officer will also represent ALEC on a number of government working groups, stakeholder reference groups and other forums to assist in the delivery of environmental regulatory reform and the development of good environmental policy.

Responsibilities

1. To ensure ALEC actively participates in environmental regulatory reform and other government policy processes that impact on the protection of the environment
2. To represent ALEC and community interests through making written submissions on environmental assessments associated with resource projects and other developments
3. To represent ALEC on a number of government working groups, stakeholder reference groups and other forums to improve environmental policy outcomes on the local, regional and Territory level.
4. To work with ALEC CEO and ALEC Communications Manager to engage members, supporters and the wider community in environmental reform processes and broadly increase understanding of environmental issues and threats.

Key Performance Indicators

1. The number and nature of submissions provided to government and the NT Environment Protection Authority and the outcomes of these submissions.
2. The contributions made in government working groups, stakeholder reference groups or other forums and how these contributions assisted in the development and delivery of environmental policy.

3. The level of engagement of ALEC members, supporters and community members in environmental reform and other policy processes that impact on the health of the environment.

Essential criteria

1. Completed university degree in Environmental Science, Environmental Policy or related area
2. Good understanding of government policy processes and environmental assessment and approval processes
3. Good understanding of scientific processes and demonstrated critical analysis skills
4. Excellent reading, writing and comprehension skills
5. Ability to work independently but also as part of a team
6. Good interpersonal skills
7. Ability to actively participate in group processes, meetings and committees
8. NT Drivers Licence (or willingness to get one prior to starting)

Desirable

1. Good understanding of the arid environment including groundwater systems, biodiversity and other natural processes
2. Good understanding of resource development projects and environmental impact
3. Good understanding of the Northern Territory environmental assessment and approvals process and other government policy processes

Reports to:

ALEC CEO

Length of term

12 months with option to extend 6 months pending funding

3 months probation

More information

Jimmy Cocking, ALEC CEO

Phone: 08 8952 2497

Email: director@alec.org.au

APPLICATIONS CLOSE: Midnight Sunday June 28, 2020

**Applicants must email an up to date CV and cover letter addressing criteria to
director@alec.org.au**