

Project Officer – Waterways

Not just reporting.

- Some days it's approvals and permits.
- Some days it's flying a drone.
- Every day is keeping our creeks and waterways healthy.

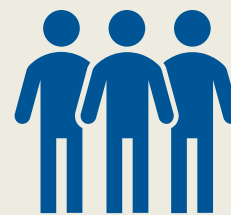
About Reef Catchments



Mackay or Proserpine



Two-year contract



Waterways Team

At Reef Catchments, the work you do has a lasting impact on the places, communities and industries that make the Mackay Whitsunday Isaac region unique.

Reef Catchments is the natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We work with landholders, Traditional Owners, industry, community groups, researchers and government to improve the region's land, water and biodiversity.

Our projects deliver practical, on-ground outcomes. Whether it's improving water quality flowing to the Great Barrier Reef, restoring wetlands and habitats, supporting sustainable agriculture, or helping local communities care for the environment, we're focused on projects that make a real difference across our region.

We're a team of people who enjoy working together to solve problems, build partnerships and deliver results. We value different perspectives and experiences because they help us make better decisions and achieve improved outcomes for the region.

If you're looking for a role where you can see the difference your work makes, you'll find it at Reef Catchments.

Position Overview

The Project Officer supports planning, coordination and delivery of allocated Waterways projects that improve catchment condition, water quality and landscape resilience. The role has a strong focus on practical, on-ground delivery of landscape remediation works, particularly streambank remediation, riparian repair and related activities that deliver measurable natural resource management outcomes.

Working under the direction of the Manager – Waterways and senior staff, the role converts approved project requirements into practical work plans, coordinates landholder access, contractors, site activities, budgets, milestones, safety controls and reporting, and helps maintain trusted relationships with landholders, Traditional Owners, funders, government agencies, contractors and delivery partners.

Key Responsibilities:

- Plan and coordinate the delivery of allocated Waterways projects, including work plans, schedules, budgets, milestones and reporting.
- Coordinate practical on-ground waterway works, including streambank remediation, riparian repair, erosion control, revegetation and site stabilisation.
- Coordinate landholder access, contractors, suppliers, materials, site activities and project logistics.
- Conduct site inspections, field assessments and monitoring to track project progress and outcomes.
- Build strong working relationships with landholders, Traditional Owners, contractors, government agencies, industry and community partners.
- Support procurement, contractor coordination and checks to ensure works meet agreed requirements.
- Maintain accurate project records, budgets, monitoring data, photographic evidence and reporting.
- Apply safe work practices and support WHS requirements across field activities and contractor works.
- Identify project risks, issues and opportunities and escalate matters requiring further direction.
- Contribute to continuous improvement and help demonstrate the environmental and community outcomes of Waterways projects.

Capabilities, knowledge and skills

- Demonstrated interest in practical, on-ground waterway, catchment or landscape remediation projects, particularly streambank remediation, riparian repair, erosion control or revegetation.
- Good project planning and execution skills, including scope, scheduling, procurement, milestones, contractor coordination, risk management and reporting.
- Excellent landholder, contractor and stakeholder engagement skills, with the ability to build trust and resolve practical delivery issues respectfully.
- Strong commitment to WHS and safe field delivery, including site risk assessment, safe work practices, contractor controls and escalation of safety concerns.
- Sound financial acumen, including budget tracking, expenditure monitoring, procurement awareness and accurate financial input for reporting.
- Working knowledge of natural resource management, waterways, catchment health, water quality or environmental restoration principles.
- Ability to collect, organise and interpret monitoring, spatial, photographic and performance data to demonstrate outputs and outcomes.
- Clear written communication skills, including project records, milestone reports, contractor briefs, stakeholder updates and technical inputs.

Benefits Include

- Five weeks annual leave
- Flexible working arrangements
- Up to \$2,000 per year toward professional development
- Work locally in the Mackay, Whitsundays region
- Be part of a growing and continuously improving business
- Additional paid day off at Christmas
- Career development and progression opportunities
- Local Employment Assistance program
- Team building and wellbeing initiatives
- Retention incentives at 3 years, 5 years and 7 years of continuous service
- Opportunity to contribute to meaningful environmental and community outcomes

Authorised by: Meaghan Lawson	Department: Human Resources	Final version	26 Aug 2026
Senior Human Resources	Job Advertisement Template	TEMP-HR-0001	Page 2 of 3

Selection Criteria

Applicants will be able to demonstrate their ability to meet the following criteria:

Essential

- Sound knowledge of the Mackay Whitsunday Isaac region, including local communities, landholder networks, waterways issues and natural resource management priorities.
- Demonstrated experience supporting or delivering practical on-ground projects, including the preparation and implementation of work plans, budgets, milestones, monitoring activities and project reporting.
- Demonstrated experience working effectively with landholders, contractors, community groups, Traditional Owners, government agencies and/or industry partners to deliver practical on-ground works.
- Demonstrated ability to work collaboratively as part of a multidisciplinary team, contributing positively to team culture, sharing knowledge, supporting colleagues and building strong working relationships.
- Strong interest in, and willingness to undertake, regular field-based work, including spending multiple consecutive days in field environments when required.
- Sound understanding of safe work practices and a demonstrated commitment to complying with WHS requirements in field, contractor and project delivery settings.
- Current Australian driver's licence and capacity to undertake regional travel, field work and periodic work outside ordinary business hours.

Highly desirable

- A relevant tertiary qualification in environmental science, natural resources, waterways, project management, agriculture, engineering or a related discipline, or equivalent demonstrated experience.
- Experience with streambank remediation, riparian restoration, erosion and sediment control, revegetation, water quality improvement or catchment repair projects.
- Experience using GIS or spatial data, field data tools, monitoring and evaluation, and adaptive project delivery.
- Knowledge of government grant and funding agreements, procurement, contractor management and WHS requirements for field-based delivery.

How to Apply

Please submit your cover letter addressing the Selection Criteria with a copy of your current resume online via the Reef Catchments website, Seek, or by email to careers@reefcatchments.com as soon as possible.

Applications close Wednesday, 21 October 2026, with applications reviewed as received and interviews potentially commencing before the closing date.

Authorised by: Meaghan Lawson	Department: Human Resources	Final version	26 Aug 2026
Senior Human Resources	Job Advertisement Template	TEMP-HR-0001	Page 3 of 3