Waulinbakh Position Profile

Designation:	**Sanctuary Manager – Waulinbakh**
Reporting to:	**Senior Operations Manager - East**
Supervising:	**AWC staff, supporters, volunteers and contractors**
Based at:	**Waulinbakh Wildlife Sanctuary** *(A live-on-site position)*

Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and providing hope for Australian wildlife. Guided by science, AWC delivers measurable conservation impacts at scale to secure the future of our most endangered species.

At AWC we are inspired by the unparalleled richness of Australia's wildlife, and we are united by our determination to protect its unique animals and landscapes. It is our mission to effectively conserve all Australian wildlife and their habitats and our vision is for a world where Australia's biodiversity is valued and effectively conserved by an engaged community.

The delivery of AWC's mission is highly reliant on all of the team at AWC working collaboratively with each other as a cohesive, engaged, and high performing group guided by strong, effective leaders.

AWC values:

AWC's work is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes
- Informed – working together to acquire and apply evidence, knowledge and experience
- Respectful – demonstrating care, recognition and integrity
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Sustainable – delivering long-term financial and ecological viability.

Scope of role

Reporting to the Senior Operations Manager, Regional Operations Manager, and ultimately to the Chief Operations Officer, the Waulinbakh Sanctuary Manager role is a hands-on role responsible for ensuring the delivery of land management programs that effectively conserve all Australian Animals and their habitats whilst being immersed in nature as you reside at Waulinbakh Wildlife Sanctuary.

You will be able to demonstrate the ability to manage people and co-ordinate major projects simultaneously and integrate these projects with AWC's science program. You will need to have sound experience with conservation and land management (including fire management, feral animals, weeds, roads, erosion, sediment control, buildings and fencing) and getting things done on time and within budget. You will be capable of working with a wide range of stakeholders including land managers, scientists, students, volunteers, visitors, neighbouring landholders including indigenous communities and government, and will be committed to helping AWC develop and implement a new model for conservation. You will also work closely with the Philanthropy team to plan, facilitate, and actively participate in on-site events, providing operational and administrative support before, during, and after each event.

Success in this position (i.e., effective conservation) will be measured by reference to key metrics which track:

- The extent to which threatening processes are reduced, including:
    - effective access road maintenance - erosion sediment control
    - reducing the area of occupancy of invasive weeds.
    - reducing the density/population of feral animals.
    - implementation of fire management program & limiting wildfire impact; and
    - the cost at which outcomes are delivered (our aim is to deliver the highest outcomes at the lowest cost).

To achieve success, you will need to manage and direct resources efficiently and in accordance with an approved budget and operating plan, informed by science-based strategies. The level of on-ground activity (feral animal control, weed control, fire management) is measured and reported on a regular basis.

You will be responsible for ensuring close integration with the science team across the Sanctuary as part of AWC's national approach to conservation. You will be regularly working alongside other AWC staff (Land Management Officers, Field Ecologists, and Wildlife Ecologists).

Engagement with key stakeholders and AWC supporters, including through sanctuary events and the operation of visitor programs, and contributing to AWC's communications program are also important functions of this role. In this respect, you need to be a strong advocate for AWC's conservation model and achievements.

Key relationships will include:

- AWC Regional Operations Manager – East
- AWC Senior Operations Manager/Regional Project Officer – East
- AWC's local science team, led by the Regional Ecologist – SE (NSW)
- Regional Administration Coordinator – SE (NSW)
- AWC's Philanthropy and Communications team
- Maintaining positive relationships with private landholder partners

Critical Competencies:

1. **Planning & Organisation**: You need sound planning, organisational, and project management skills, including a demonstrated ability to prioritise workloads, manage multiple projects simultaneously, coordinate resources, and execute a large number of tasks efficiently to achieve organisational and workplan objectives.
2. **Managing staff:** you need excellent people management skills, including the leadership of, and managing and coordinating remote teams of staff and contractors.
3. **Working with people**: excellent communication and interpersonal skills, including the ability to establish and maintain relationships with a diverse range of stakeholders.
4. **Practical land management and asset management or comparable skills/experience:** demonstrated knowledge of and practical experience in delivering land management programs, including fire management, weed, erosion, sediment control and feral animal control programs. Demonstrated practical skills in managing assets and infrastructure is desirable, including:
    a. The planning, supervision and implementation of infrastructure projects such as fencing and buildings;
    b. The management and safe operation of a wide range of plant and equipment (tractors and implements, generators, pumps and power tools, including chainsaws, welders etc)

c. Basic skills and experience across a number of areas (building, mechanical, fencing, plumbing, welding & electrical), including the ability to carry out routine tasks and maintenance.
d. Knowledge of prescribed burn operations and bushfire control training and experience.
e. 4WD experience in relevant off-road conditions.

5. **Contribution to events:** ability to assist with stakeholder events on site, by both preparing the sanctuary for visitors, and contributing to the event by engaging with and/or presenting to a variety of stakeholders about AWC and their mission.
6. **Paperwork/compliance:** demonstrated ability to keep and maintain records and the preparation of reports.
7. **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
8. **Living in the bush:** previous experience of working and living in a rural area, and the supervision of teams in geographically diverse locations is desirable.
9. **Information technology:** Sound ability in using standard business software packages (including Word, email, Excel) is essential and well-developed GIS skills are highly desirable.
10. **A passion for conservation:** Understanding of, and interest in, ecology and conservation issues.
11. **Willingness to travel:** An ability and willingness to work in diverse locations is desirable.

Qualifications and Experience:

1. Proven practical experience in delivering 'on-ground' results in land management or conservation is essential.
2. Formal qualifications in a relevant discipline would be an advantage, but is less important than strong, practical experience and a good track record of delivering 'on-ground' results.

Licenses & Certificates:

1. Valid manual driver's licence.
2. Valid agricultural machinery licences for machinery such as trucks, tractors and other vehicles/equipment as relevant (or the capacity to readily obtain these licences).
3. Remote Senior first aid certificate (or the capacity to readily obtain).
4. Current Police clearance certificate (or capacity to readily obtain)
5. Valid firearms license (highly desirable)

Inherent requirements of the role:

The execution of tasks associated with this role will involve, onsite living, extensive fieldwork in semi-remote and rural locations. The working environment is primarily outdoors and often in the extremes of weather. The position will be physically demanding when undertaking field/operational tasks and will require muscular activity including lifting and carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in remote locations in order to carry out the inherent role responsibilities.

Responsibilities: Under the direction of the Senior Operations Manager, or their delegate, undertake the following activities. The majority of these activities will be undertaken in collaboration with other staff.

1. Leadership and Team Development

Key activities and responsibilities:

- Model AWC's leadership framework, demonstrating integrity, accountability, and collaboration in all interactions.
- Foster an inclusive, supportive, and high-performing team culture, ensuring employees feel valued and empowered to contribute to AWC's mission.
- Set clear expectations and goals that align with organisational priorities, ensuring team members understand their responsibilities and performance standards.
- Implement AWC's Performance Leadership Program (PLP) to support employee development, including:
    - Coaching, mentoring, and overseeing onboarding for new team members.
    - Providing opportunities for professional growth and skill development.
    - Delegating responsibilities effectively, encouraging accountability, and offering regular feedback.
    - Managing work schedules in accordance with fatigue management guidelines.
    - Delivering both positive reinforcement and constructive performance feedback.
- Champion AWC's "ONE AWC" culture and values, ensuring alignment with the organisation's vision and strategic goals.
- Address performance and conduct issues professionally and promptly, engaging with the People Team to address and/ or implement appropriate action.
- Proactively manage workplace challenges, fostering a psychologically safe and respectful work environment.
- Lead through change by providing updates, guidance, and support, ensuring employees remain engaged and informed during periods of transition.
- Encourage employees to reach their full potential through regular one-on-one meetings.
- Ensure the accurate completion of timesheets and other payroll documentation to be submitted by payroll deadlines.
- As required coordinate, engage and supervise visiting staff, contractors (through a tendering process, in accordance with AWC procurement policy), and volunteers.

2. Development of operational plans and budget

Key activities and responsibilities:

- Prepare annual Operations plans for Waulinbakh Wildlife Sanctuary.
- Prepare a draft annual budget for Waulinbakh Wildlife Sanctuary yearly.
- Prepare Operations plans and budgets that address key activities including:
    - General sanctuary management, including asset and infrastructure maintenance.
    - Fire management.
    - Feral animal control.
    - Weed control.
    - Access road maintenance
    - Other landscape restoration tasks.
    - Heritage management, where relevant.
- Ensure AWC obligations and approvals under project agreements are met.

Note: Plans and budgets are subject to approval by the Chief Operations Officer and Chief Science Officer and should be developed in conjunction with these Regional Ecology Specialists. They need to be in alignment with and address AWC strategic requirements.

3. Implement AWC systems, approved Operations plans and provide regular progress reports

Key activities and responsibilities:

- Oversee the implementation of the actions set out in the approved Operations plans noting the priority areas of asset/infrastructure maintenance, fire management, feral animal control, weed control and other landscape restoration tasks.
- Implementation must be carried out in accordance with relevant AWC operational policies and procedures.
- Provide quarterly metrics and annual reports detailing progress in implementing the Operations plans.
- Provide additional progress reports, as requested.
    - Seek approval for any variation from the Operations plans and, if approved, oversee or implement the amended plans.

Participate in the development of strategies addressing significant threats to wildlife and ecosystems

Key activities and responsibilities:

- Working with the South East science team to develop and implement strategies to address key threats to wildlife and ecosystems.
- Assist in preparing strategies for fire management, feral animal control, weed control, and other threats, as per the approved AWC planning framework.

Note: these strategies are subject to approval by the Chief Operations Officer and Chief Science Officer and should be developed in conjunction with the SE Regional Ecologist.

5. Implement the approved management plan and strategies

Key activities and responsibilities:

- In accordance with the requirements of AWC systems, approved Operations plans and land management strategies, oversee and implement key land management programs, including:
    - Feral animal control
        - Feral predator control programs.
        - Predator monitoring to ensure control methods are successful across the sanctuary.
    - Weed control.
        - Reduction in the extent of weed infestation
    - Fire management & control including:
        - Protection of infrastructure from fire.
        - Management of fuel loads (i.e. burning).
        - Limit extent and occurrence of un-prescribed fire.
        - Application of fire to maintain habitat health and diversity.
    - Other land management and restoration duties.
    - Infrastructure maintenance and development in relation to:
        - Staff residential and operational infrastructure and services.
- Property protection and security.

6. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, students, interns, volunteers and visitors

Key activities and responsibilities:

- In accordance with the requirements of the Senior Operations Manager, or their delegate, prepare a Sanctuary Safety Management Plan and Sanctuary risk assessment, and undertake project risk assessments (PRA's) for activities undertaken. The Safety Management Plan must aim to protect the health and safety of employees, contractors, volunteers, students, interns and visitors.
- Implement and comply with the provisions of the approved Safety Management Plan and AWC Safety policies and procedures, including Safe Work Practices and Safe Operating Procedures, as relevant to operational activities.

- Ensure Safety Management plans and safe work systems, as approved by the Senior Operations Manager, are implemented and complied with.
- In particular:
    - Ensure that inductions are completed in accordance with the AWC safety policies and procedures.
    - Ensure emergency procedures, including check-in and check-out systems, are in place, reviewed regularly and posted in appropriate locations.
    - Ensure the installation and use of hazardous materials and equipment is consistent with regulatory requirements and accepted safety standards.
    - Ensure staff based at the Sanctuary have current advanced first aid certificates.
    - Ensure that you and all staff, contractors and/or volunteers have adequate training, (and/or licences and experience) before using plant, equipment, tools and/or vehicles, and that during use all AWC safety policies and procedures are complied with.
    - Ensure incident and near-miss reports are filled out and submitted as per approved AWC policies and procedures.
- Where an incident has been recorded, in conjunction with the Senior Operations Manager, investigate the causes of the incident and what measures can be implemented to prevent a recurrence.

7. Develop and maintain assets and infrastructure

Key activities and responsibilities:

- Effectively manage multiple concurrent projects, coordinating resources and priorities to deliver project objectives within budget, on schedule, and in line with organisational requirements.
- Undertake, organise and/or oversee staff and contractors responsible for:
    - Fence construction and maintenance.
    - Infrastructure development projects (building construction and maintenance).
    - Road maintenance, including erosion sediment control.
    - Vehicles, plant and equipment maintenance and acquisition.
- Ensure the best value for money solutions are utilised through tendering processes, and the use of innovative solutions.
- Ensure that:
    - An inventory of all assets (including fuel) and infrastructure is maintained by adopting AWC processes and systems.
    - The maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles) is carried out in accordance with an approved maintenance schedule.
    - Record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.
    - Review and ensure appropriate insurance cover is in place for all assets, as per approved AWC procedures.

8. Financial management and reporting

Key activities and responsibilities:

- Ensure that all expenditure is in accordance with AWC policies and procedures.
- Deliver activities in the most cost-effective manner.
- Ensure that all operational expenditure is in accordance with:
    - The approved budget.
    - For expenditure not identified in the budget, a relevant approval in accordance with AWC financial procedures.
- Ensure that necessary financial reports are prepared in accordance with AWC policies and procedures.
- Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.

- Ensure that the collection, recording and banking of any revenue is in accordance with AWC policies and procedures.

Note: the budgets are to be developed in conjunction with the Senior Operations Manager and Regional Operations Manager and submitted to the Chief Operations Officer for review within the agreed timeframe. Approval is by the Chief Operations Officer and Chief Science Officer.

9. Implement the Visitor Management Program

In consultation with the Senior Operations Manager, Regional Operations Manager & National Manager, Engagement, implement the Sanctuary visitor management program including:

- Ensuring information relating to the Sanctuary is up to date, relevant, and is in accordance with the requirements of the Communications Manager (that is – consistent branding and messages).
- Host groups and provide presentations on the values of the Sanctuary and the work of AWC.
- Coordinating logistics, engaging with donors and stakeholders, overseeing event activities, supporting volunteers, and ensuring the successful delivery of high-quality events that strengthen community and donor relationships.

10. Promote the integration of science and operations

Key activities and responsibilities:

- Support the AWC Science team in developing and implementing strategies/work plans for ecological health monitoring, biological inventory and research.
- Integrate science outcomes in the design and delivery of land management activities.

11. Report on the Sanctuary Operations plan and budget

Key activities and responsibilities include:

- In accordance with the requirements of AWC systems:
    - Work with the Senior Operations Manager to develop (and report against) the Sanctuary operations plan and budget, including activity reporting (monthly), financial reporting etc.
    - Provide a quarterly report detailing progress in implementing the operations plan, in accordance with the approved format/procedure.
    - Provide additional progress reports, as requested.
    - Seek approval for any variation from the Operations plan, and if approved, implement the plan.

12. Assist in the implementation of an effective information and communications strategy

Key activities and responsibilities:

- Oversee the recording and submission within AWC of information, including information relating to wildlife, ecosystems and management activities.
- As required, compile and submit information and images for use in relation to all communications products including:
    - Wildlife Matters, AWC website.
    - Visitor displays and information.
- Submit regular weekly reports utilising photos and information about operational activities. Oversee compliance of operations staff with AWC's weekly reporting process.
- Represent AWC at various public forums, as required, and in accordance with AWC policies and requirements.
- Manage liaison with the general public including handling general enquiries and correspondence.

13. Assist in the implementation of development programs

- As required, assist in the implementation of development (fundraising) programs.
    - Assist in drafting, submission and management of applications for funding.
    - Prepare reports.
    - Assist with planning, co-ordination and implementation of events.

14. Undertake other tasks, as required
Key activities and responsibilities: • Conduct other day-to-day management tasks, as required, to ensure the effective conservation of Waulinbakh Wildlife Sanctuary. • Undertake other specified tasks within the region and/or at other AWC sanctuaries. • Comply with all AWC policies and procedures.