



Annexure 1 – Position Profile

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| Designation: | Administration Assistant 0.8 FTE (3 or 4 days a week) |
| Reporting to: | Administration Assistant (South-east) |
| Based: | Narrabri, NSW |

Organisational context:

Australian Wildlife Conservancy (AWC) is a global leader in conservation, providing hope for Australia's wildlife with a science-informed, land management partnership approach which delivers high impact results. We protect endangered wildlife in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre.

AWC's mission - to deliver effective conservation for all native animal species and their habitats - is achieved by:

- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

AWC values:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and 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.

OneAWC 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision, and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other.

AWC has been contracted by the NSW Government to reintroduce up to 10 species of threatened mammals into two NSW protected areas- Mallee Cliffs National Park in the south-west NSW, and part of the Pilliga forest in north-central NSW.

Pilliga Sanctuary has 9 permanent staff, several interns and research students, and utilises a range of casual staff and volunteers. Day-to-day operations are overseen by the individual Operations Manager and science programs by the Regional Ecologist (South-east). The 2 staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

AWC has recently acquired Waulinbakh Sanctuary. Over the next year AWC will build a management team of similar structure to that at Pilliga. The Regional Administration Assistant (RAA) reports to the Regional Administration Coordinator (South-east) (RAC- SE) - Buronga Office to assist with both Operations and Science staff at all SE Sanctuaries - Mallee Cliffs, Scotia, Pilliga and Waulinbakh.

Critical competencies:

1. Strong email and personal communication skills.
2. Intermediate – Advanced experience in the use of MS Word, Excel, email and general computer skills. Desirable Asset Panda and Fulcrum knowledge.
3. Proficiency in implementing and working with basic financial management processes, experience using Tech1 will be highly regarded.
4. Capability in office administrative duties.
5. Self-motivation and ability to work independently or as part of a small team as required.
6. An organised approach to work tasks and high level of attention to detail.
7. Demonstrated ability to prioritise and manage, at times many tasks in an efficient manner.
8. Monday – Friday availability, for the right candidate a selection of 3 days with the option of a 4th day heading further into 2025.
9. A background or interest in nature conservation is desirable.

Qualifications:

1. Formal qualifications in a relevant discipline would be advantageous, but is less important than strong, practical experience in delivering results.

Licenses, Certificates &/or Training:

1. A *valid* manual driver’s license.
2. First aid certificate (desirable).
3. Police clearance certificate.

Responsibilities:

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| 1. Provide administrative support to the Regional Operations Manager and the Regional Administration Coordinator along with Regional Staff. |
| Key activities and responsibilities: |

- Answer telephone and email enquiries regarding operational activities and general enquiries regarding sanctuaries.
- Manage the supply of office materials at Narrabri office (Pilliga) and associated equipment (including required maintenance).
- Assist, as required, with administration duties associated with supporting the research programs.
- Assist where possible in the management and maintenance of IT equipment and peripheral office equipment @ Narrabri office.
- Management of Data in Asset Panda with assistance from RAC
- Lease Communication and Management with local Landlord in conjunction with RAC
- Prepare purchase orders at the request of staff in the SE region.
- Monthly Credit card reconciliations for selected SE Staff.
- Monthly OH & S Meeting Minutes
- Monthly internal Staff meeting minutes (Science & Operations)
- NPWS & AWC Meeting Minutes.

2. Assist with Operations plans and budget preparation and reporting

- Key activities and responsibilities:
- Assist the Operations Managers and Wildlife Ecologists, as required, with:
 - Data required for the preparation of Operational plans and annual budgets.
 - Keep up-to-date records of approved budgets.
 - Consolidating expense data in the form required to monitor expenses incurred against budget for both operations and science activities.
 - Ensuring all expenditure is in accordance with the approved budget and in accordance with AWC policies and procedures.
 - Ensuring expense coding is accurate as listed in the budget
 - Ensuring all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.

3. Provide logistics support

- Key activities and responsibilities:
- Co-ordinate sanctuary logistic requirements.
 - Coordinate and implement travel and flight bookings and arrangements as required by RAC
 - Ensure appropriate meal and accommodation arrangements are in place for incoming staff, students, volunteers, or other visitors including contractors.

4. Assist with staff, intern and contractor co-ordination

- Key activities and responsibilities:
- As requested by the RAC:
 - Co-ordinate contractors & volunteers, as required.
 - Assist managers with compliance with all relevant polices in relation to the engagement of staff or contractors. This includes having staff/interns complete and return appropriate documentation, and contractors to providing a Certificate of Currency noting current insurance cover, prior to commencement.

5. Assist with development, communications, and fundraising activities

- Key activities and responsibilities:

- As required:
 - Assist development and sanctuary staff with planning, co-ordination, and implementation of sanctuary events, including participating as necessary.
 - Liaise with the general public including handling general enquiries and correspondence.
 - Liaise with Visitor Information Centres in local area. Delivery of informational literature for display.
 - Assist with Tag Along Tours and other small community engagement as requested.

6. Other tasks

Key activities and responsibilities:

- Provide assistance with general day-to-day operations.
- Undertake other tasks, as directed by the Regional Administration Coordinator (RAC)
- Champion AWC values and ONEAWC initiative.