

<b>Designation:</b>	<b>Assistant Sanctuary Manager – Kalamurina</b>
<b>Reporting to:</b>	<b>Sanctuary Manager – Kalamurina</b>
<b>Ultimately reporting to:</b>	<b>Regional Operations Manager – Central, then Chief Operations Officer</b>
<b>Supervises:</b>	<b>Periodically as required land management officers, other employees (permanent and casual), contractors, volunteers, students and visitors</b>
<b>Based in:</b>	<b>Kalamurina Wildlife Sanctuary, SA</b>

**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 habitats and our vision is for a world where Australia's biodiversity is valued and effectively conserved by an engaged community.

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 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.

The **Central region** comprises of ten sanctuaries or partnership sites located across the Northern Territory and South Australia. These properties: Pungalina, Wongalara, Bullo River, Newhaven and Ngalurtju (NT), and Kalamurina, Buckaringa, Dakalanta, Yookamurra, and Western River Refuge (SA), span almost two million hectares and protect a diversity of threatened species and habitats. Each sanctuary has its own unique requirements for the management of fire, the control of invasive species, the restoration of ecosystems and the management of visitors. Additional new sanctuaries or project sites may be acquired under AWC 10-year strategy that has a focus on extending our conservation reach.

To achieve success, you will need to manage and direct resources efficiently and in accordance with an approved budget and operations 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 helping to deliver in the management of Kalamurina Wildlife Sanctuary as part of a national AWC approach to conservation.

Engagement with key stakeholders and AWC supporters, including through Supporter Events and contributing to AWC's communications program are also essential 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:

- The position reports to the Sanctuary Manager Kalamurina.
- You will work closely with the Regional Operations Manager.
- A positive relationship with neighbouring landholders and the extended local community is critical.
- As the Assistant Sanctuary Manager, you will work closely with AWC's Central and South Australia Region science team, with the Kalamurina Wildlife Ecologist being the primary contact. Within AWC, the Operations and Science teams work in an integrated manner to design and deliver effective land management and to measure and report ecological health.
- The position also works closely with AWC's Development and Communications team, particularly in the planning and delivery of Supporter Events and other promotional activities.

### Critical Competencies:

1. **Getting things done:** you will need good planning and organisational skills, including proven ability to coordinate, prioritise and execute a large number of tasks in an efficient manner.
2. **Working with people:** excellent communication and people skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
3. **Infrastructure and asset management:** demonstrated knowledge and practical skills in asset maintenance and infrastructure projects including:
  - a. Ability to lead and assist in the implementation of infrastructure projects such as fencing, buildings, services i.e. energy and water systems;
  - b. Ability to lead and assist in the implementation of an asset maintenance program; and
  - c. Ability to use a wide range of plant and equipment.
  - d. 4WD experience in difficult conditions is essential.
4. **Land management:** demonstrated knowledge and practical experience delivering land management programs including:
  - a. Leading and assisting in the planning and hands-on delivery of feral animal management programs across unfenced landscapes.
  - b. Assisting with the planning and hands-on delivery of prescribed fire programs, including wildfire response; and
  - c. Leading and assisting in the planning and hands-on delivery of weed management programs.
5. **Financial management:** demonstrated ability to help deliver projects in a cost-effective manner and to assist in the management of financial resources including:
  - a. Operating within an agreed budget and operational plan for the Sanctuary.
  - b. Coding and tracking expenditure and preparing written financial and operational reports; and
  - c. Preparing written financial and operational reports.
6. **Paperwork/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.

7. **Resourcefulness:** the ability to improvise and ‘problem-solve’, developing practical solutions with limited resources.
8. **Living in the bush:** previous experience and ability to work and live in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
9. **Information technology:** intermediate competence in using standard business software packages including Word, Excel, MS Outlook, and cloud servers (such as drop box) is essential.
10. **A passion for conservation:** a passion for, or strong interest in, conservation.
11. Willingness to travel.

**Qualifications and Experience:**

1. 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.
2. Demonstrated experience in delivering ‘on-ground’ results in land management.

**Licenses and Certificates:**

1. Valid manual driver’s license.
2. Senior first aid certificate (remote certification – highly desirable).
3. Valid agricultural machinery licenses such as trucks, tractors and other machinery as relevant (desirable).
4. *Valid* firearms license (highly desirable).
5. Nationally Coordinated Criminal History Check, or willingness to obtain.

**Inherent requirements of the role:**

The execution of tasks associated with the position will involve fieldwork in remote locations, sometimes away from an established field base, and often in isolated locations working alone. The working environment will at times be outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting fire and land management operations. The position can be physically demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. In addition, the applicant will conduct periods of office work, planning and supervising projects. The successful applicant must be physically capable of performing these activities in the locations required to fulfill the inherent role responsibilities.

**Responsibilities:**

<b>1. Assist in the development of annual operational plans and budgets for Kalamurina</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Working with the Kalamurina Sanctuary Manager in conjunction with the Regional Operations Manager and the Chief Operations Officer, prepare the annual operational plan and budget for Kalamurina</li> <li>• Lead the maintenance of a comprehensive Kalamurina Operations Manual (working with the Kalamurina Sanctuary Manager)</li> <li>• Lead the maintenance of all Kalamurina’s safety and emergency procedure systems</li> </ul>
<b>2. Implement delegated areas of the approved annual operational plan and provide regular reports detailing progress in implementing the plan</b>

Key activities and responsibilities:

- Assist the Kalamurina Sanctuary Manager in implementing the actions set out in the approved operational plan
- Where delegated, lead the implementation of actions set out in the approved operational plan.
- Working with the Kalamurina Sanctuary Manager, provide a quarterly report detailing progress in implementing the plan, in accordance with the approved format
- Provide additional progress reports directly to ROM as requested
- Working with the Kalamurina Sanctuary Manager, seek approval for any variations from the operational plan and, if approved, implement the amended plan

### **3. Implement strategies to address significant threats to wildlife and ecosystems on Kalamurina**

Key activities and responsibilities:

- In accordance with the operational plan, assist, and lead where delegated, the implementation of:
  - Fire management
  - The eradication or control of feral animals, such as camels, pigs and rabbits
  - The control and, where possible, the eradication of key weed species
- In accordance with the operational plan, and where delegated by ROM or the Kalamurina Sanctuary Manager prepare reports to help the organisation track the status of these threats
- Working with the Kalamurina Sanctuary Manager, Wildlife Ecologist and the National Science Team, develop threat management strategies for Kalamurina

### **4. Maintain sanctuary assets and infrastructure**

Key activities and responsibilities:

- Develop, with the assistance of the Sanctuary Manager, a Homestead Precinct upgrade plan to address historical R&M issues
- Implement, with the assistance of the Kalamurina Sanctuary Manager, an approved Homestead maintenance program
- Audit sanctuary infrastructure to identify any environmental health issues requiring remediation.
- Develop remediation plans for environmental health issues as identified
- Maintain an inventory of assets and infrastructure
- Keep up to date, a maintenance schedule for all assets and infrastructure
- In accordance with the approved maintenance schedule, and as required, conduct maintenance, servicing and repairs of all infrastructure and assets (including plant, equipment, and vehicles) on the sanctuary
- Ensure systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel and equipment and maintenance supplies

### **5. Assist in the implementation of research and monitoring programs**

Key activities and responsibilities:

- Assist in the implementation of strategies and work plans related to research and monitoring programs at Kalamurina. For example, participate in and provide support for scientific staff in relation to conducting baseline biodiversity surveys and the establishment of monitoring sites.
- Where delegated implement actions from approved Science Annual Work Plan (eco-health monitoring/science asset management/research)
- Provide professional feedback, guidance to Science Program staff on ecohealth and research programs where requested

## **6. Financial management and reporting**

Key activities and responsibilities:

- Ensure that all expenditure is in accordance with:
  - the approved budget and limits set by AWC
  - for expenditure not identified in the budget or above those limits, a relevant approval consistent with finance policy and procedures (generally Regional Operations Manager)
- Ensure that all expenditure is in accordance with AWC policies and procedures
- Ensure that necessary financial reports are prepared in accordance with AWC policies and procedures, including monthly reports detailing any expenditure from the Imprest Account or credit card
- 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 all revenue is in accordance with AWC policies and procedures and, as necessary, is submitted to the AWC finance department

## **7. Management of staff and contractors**

Key activities and responsibilities:

- As required, co-ordinate, engage and supervise:
  - Other staff
  - Contractors; and
  - Volunteers
- Ensure all relevant AWC policies are complied with in relation to the engagement of contractors

## **8. Implementation of a volunteer program**

Key activities and responsibilities:

- Develop a volunteer program for Kalamurina
- Ensure adequate facilities are provided for volunteers while working at Kalamurina
- Ensure volunteers are professionally managed whilst at Kalamurina

## **9. Development and Implementation of a visitor program**

Key activities and responsibilities:

- Hosting Outback Spirit Tours groups during April to September (usually 12 per year)
- Conducting other approved tours by arrangement
- Manage low visitation campers as required from April to September (maximum 5 vehicles at a time)
- Working with the Kalamurina Sanctuary Manager and the Regional Operations Manager develop a visitor management strategy for Kalamurina
- Implement the approved visitor strategy, as amended from time to time:
  - Collect and administer revenue/fees from visitors
  - Host tour groups
  - Host donor visits
  - Maintain visitor amenities (cleaning, laundry, making beds, maintaining outside areas etc.)
- Promote awareness of:
  - Relevant conservation issues (at Kalamurina and generally)
  - AWC's national conservation program

**10. Actively lead (alongside the Kalamurina Sanctuary Manager), the implementation of an effective information and communications strategy**

Key activities and responsibilities:

- Establish and maintain effective relationships with:
  - Neighbouring landholders and the local community
  - Traditional Owners
  - Visitors
  - Relevant government agencies; and
  - Other stakeholders
- As required, compile and submit information and images for use in relation to:
  - The AWC newsletter
  - The AWC website
  - Visitor displays; and
  - Other AWC products and reports
- Represent AWC at various public forums, as required, and in accordance with AWC policies and requirements
- Represent AWC in media interviews, as required
- Liaise with the general public including handling general inquiries and correspondence

**11. Assist in the implementation of fundraising programs**

Key activities and responsibilities:

- As required, assist in the implementation of fundraising programs including, for example, assisting in the organisation and conduct of supporter visits

**12. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors**

Key activities and responsibilities:

- In accordance with the requirements of the Regional Operations Manager, undertake risk assessments and prepare a risk management plans for operations at Kalamurina. The risk assessment and management plans must aim to protect the health and safety of staff, contractors, volunteers and visitors
- Implement and comply with the provisions of the approved risk management plan. In particular:
  - Ensure that installation and use of hazardous materials and equipment is consistent with accepted safety standards.
  - Manage Environmental Health requirements at Kalamurina – Hazardous material identification and remediation planning, water supply management.
  - Ensure that staff and any volunteers have adequate training before they use plant, equipment, tools and vehicles
  - Ensure emergency procedures are developed and posted in appropriate locations.
  - Ensure at least two staff members based at each sanctuary have up to date First Aid certificates
  - Ensure incident reports are completed as appropriate in a prompt manner

**13. Undertake other tasks, as required**

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the management of Kalamurina and the conservation of its wildlife and ecosystems
- As required by the Regional Operations Manager, undertake other specified tasks at Kalamurina and/or at any other AWC sanctuaries
- Comply with AWC policies and procedures
- Champion AWC values and ONE AWC initiative