

## Annexure 1 – Position Profile

<b>Designation:</b>	<b>Indigenous Ranger Coordinator – Ngalurrtju</b>
<b>Reporting to:</b>	<b>Operations Manager - Ngalurrtju</b>
<b>Ultimately reporting to:</b>	<b>Chief Operations Officer</b>
<b>Supervises:</b>	<b>Indigenous Rangers and periodically as required, other employees (permanent and casual), contractors, volunteers, students and visitors.</b>
<b>Based in:</b>	<b>Alice Springs, NT.</b>

### Organisational context:

Australian Wildlife Conservancy is the largest private owner and manager of land for conservation in Australia, protecting endangered wildlife in iconic regions such as the Kimberley, Cape York, Kati Thanda-Lake Eyre and the Top End. Recognising that 'business as usual' for conservation in Australia will mean additional extinctions, AWC is developing and implementing a new model for conservation.

AWC's mission - *to deliver effective conservation for all native animal species and their habitats* - is highly reliant on all AWC working collaboratively with each other under a model called OneAWC.

OneAWC is defined as '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 of AWC working collaboratively with each other.

### Values of AWC:

AWC's work is directed at achieving our mission and is guided by the following values. At AWC, we are:

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

In Central and South Australia, AWC manages five wildlife sanctuaries. Newhaven in the Northern Territory, and Kalamurina, Buckaringa, Dakalanta and Yookamurra in South Australia. Additionally, AWC has partnered with local landholders and conservation groups in a project to protect threatened species on Kangaroo Island, Western River Refuge (SA) and has recently entered into a new partnership with Traditional Owners of the Ngalurrtju Aboriginal Land Trust, Northern Territory (formerly Mt Wedge Station). Ngalurrtju is adjacent to AWC's Newhaven Wildlife Sanctuary, north-west of Alice Springs. Each property has its own unique requirements for the management of fire, the control of invasive species, the restoration of ecosystems and the management of visitors.

AWC is developing an exciting partnership with Traditional Owners of the Ngalurrtju Aboriginal Land Trust. The partnership project aims to deliver effective conservation by applying AWC's approach to conservation alongside strong engagement with Traditional Owners in planning and through direct employment of Indigenous Rangers.

The Indigenous Ranger Coordinator - Ngalurrtju will assist in establishing a small team of Indigenous Rangers to be employed on a casual basis to undertake works in accordance with an approved Conservation Land Management Program. The Indigenous Ranger Coordinator – Ngalurrtju will be responsible for supervising the Indigenous Ranger Team and coordinating their day-to-day activities.

Success in this position will be demonstrated by the development of a functioning team of Indigenous Rangers delivering effective conservation. Effective conservation will be measured by reference to key metrics, which track:

- The populations (or other metrics) of indicator species.
- The extent to which threatening processes are reduced including:
  - reducing occurrence and extent of un-prescribed fires;
  - reducing the density/population of feral animals; and
  - reducing the area of occupancy of invasive weeds.

Engagement with Traditional Owners, other key stakeholders and AWC supporters, including through Supporter Events 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:

- Central Land Council.
- Ngalurrtju Reference Group (Traditional Owner Representatives).
- AWC Indigenous Rangers
- The position reports to the Operations Manager - Ngalurrtju

#### **Critical Competencies:**

1. **Getting things done:** demonstrated planning and organisational skills, including an ability to prioritise and execute multiple tasks in an efficient manner
2. **Working with people:** willingness and ability to lead a small team and work independently without supervision.
3. **Practical skills:** ability to perform a wide range of practical tasks (e.g. building construction, fencing, engine maintenance, machinery operation) and routine repairs and maintenance; ability to operate a 4WD vehicle safely in difficult conditions
4. **Resourcefulness:** ability to improvise and problem-solve, developing practical solutions with limited resources.
5. **Land management:** knowledge and experience in practical land management programs: fire management, weed control, feral animal control and threatened species management.
6. **Cultural awareness:** knowledge and interest in Australian Indigenous culture and willingness to work in a cross-cultural workplace.
7. **A passion for conservation:** knowledge and strong interest in Australian ecology and conservation issues, particularly in relation to the arid and semi-arid regions.
8. **Living in the bush:** previous experience and ability to work and live in a rural area (preferably remote); ability to supervise teams in geographically diverse locations.

9. **Information Technology:** basic computer skills including Word, Excel, Web browser and Email
10. **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.

**Licenses & Certificates:**

1. Valid manual driver's license (4WD experience in difficult conditions essential)
2. Senior first aid certificate (remote certification – highly desirable).
3. *Valid* firearms license (highly desirable).
4. Valid agricultural machinery licenses such as trucks, backhoe and other relevant machinery (desirable).
5. Chemical use certification (desirable).
6. Training qualification in bushfire control (desirable)

**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. The successful applicant must be physically capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

**Responsibilities:**

<b>1. Supervise Indigenous Ranger Group</b>
Key activities and responsibilities: <ul style="list-style-type: none"> <li>• Support the Operations Manager in the development and implementation of work programs for the Indigenous Ranger team in accordance with the approved Management Plan.</li> <li>• Coordinate day to day activities of the Indigenous Ranger team ensuring: <ul style="list-style-type: none"> <li>▪ cultural safety is maintained;</li> <li>▪ WHS procedures are followed; and</li> <li>▪ operational objectives are achieved.</li> </ul> </li> </ul>
<b>2. Develop and/or review operational plans and processes</b>
Key activities and responsibilities: <ul style="list-style-type: none"> <li>• Support the Operations Manager to monitor and review: <ul style="list-style-type: none"> <li>▪ assets and infrastructure (i.e. condition, repairs required, renewal of equipment, etc.); and</li> <li>▪ WHS procedures.</li> </ul> </li> <li>• Establish relationships with neighbours, suppliers and other local stakeholders.</li> </ul>
<b>3. Maintain sanctuary assets and infrastructure</b>
Key activities and responsibilities:

- Maintain an inventory of all assets and infrastructure.
- Keep an up-to-date maintenance schedule for all assets and infrastructure.
- In accordance with the approved maintenance schedule, and as required, carry out maintenance, servicing and repairs of all infrastructure and assets (including plant, equipment, and vehicles) on the sanctuary.

#### **4. Land management and research activities**

Key activities and responsibilities:

- In accordance with the approved Management Plan, implement key land management and conservation programs including:
  - Weed Control
    - following weed control work plans;
    - ensure chemical stock levels are maintained;
    - ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards; and
    - ensure anyone under your supervision using chemicals is adequately trained (and appropriately licensed where required by relevant legislation) in their use.
  - Feral Animal Control
    - implement approved culling/control programs per approved AWC procedures; and
    - keep detailed records, per approved AWC procedure.
  - Fire Management
    - undertake training with the Indigenous Ranger team to ensure you are competent in the use of firefighting equipment; and
    - if directed, undertake controlled burning per the approved plans, including fire scar data collection and assisting with wildfire suppression.
  - Other Land Management duties as required:
    - As directed, assist in the implementation of strategies and work plans related to the research and monitoring programs at Ngalurrju. For example:
      - i. the establishment and maintenance of research and monitoring sites across the sanctuary; and
      - ii. participating in and providing support to scientific staff in relation to conducting baseline biodiversity surveys.
- Assist in reporting on the effectiveness of AWC's land management strategies in abating relevant threats and protecting wildlife and ecosystems.

#### **5. Improvement, installation and planning of new infrastructure and assets**

Key activities and responsibilities:

- In line with the approved budget and the operational plan, develop plans for new infrastructure as required, including:
  - obtaining quotes;
  - competitive selection process;
  - supervision of contractors/suppliers;
  - organising the purchase and ordering of new assets in accordance with AWC's purchasing policies and budget constraints; and
  - where appropriate, construct and establish new infrastructure.

#### **6. Administration, financial management and reporting**

Key activities and responsibilities:

- Ensure that all expenditure is in accordance with AWC policies and procedures.
- Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.

<ul style="list-style-type: none"> <li>• Ensure that the collection, recording and banking of all revenue is in accordance with AWC policies and procedures.</li> </ul>
<p><b>7. Management of staff and contractors</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Supervise and coordinate day to day activities of the Indigenous Ranger team.</li> <li>• As required, co-ordinate, engage and supervise: <ul style="list-style-type: none"> <li>▪ other staff;</li> <li>▪ contractors; and</li> <li>▪ volunteers.</li> </ul> </li> <li>• Ensure all relevant AWC policies are complied with in relation to the engagement of contractors.</li> </ul>
<p><b>8. Volunteers and visitors and fundraising</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Assist with the volunteer program at Ngalurrtju including: <ul style="list-style-type: none"> <li>▪ selecting appropriate people as volunteers;</li> <li>▪ providing relevant information to volunteers before travelling to Ngalurrtju (e.g. on road conditions, accommodation arrangements, tasks to be performed etc); and</li> <li>▪ managing the schedule of volunteers while on site.</li> </ul> </li> <li>• Assist with the implementation of the approved visitor strategy, as amended from time-to-time.</li> <li>• Collect and administer revenue/fees from visitors.</li> <li>• Develop, maintain and improve visitor facilities at Ngalurrtju.</li> <li>• As required, assist in the implementation of fundraising programs including for example, by assisting in the organisation and conduct of donor visits.</li> <li>• Promote awareness of: <ul style="list-style-type: none"> <li>▪ relevant conservation issues (at Ngalurrtju and generally); and</li> <li>▪ AWC.</li> </ul> </li> </ul>
<p><b>9. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Implement and comply with the provisions of the approved risk management plan. In particular: <ul style="list-style-type: none"> <li>▪ ensure the installation and use of hazardous materials and equipment is consistent with accepted safety standards;</li> <li>▪ ensure that any staff and volunteers have undertaken adequate training before they use plant, equipment, tools and vehicles;</li> <li>▪ ensure emergency procedures are developed and posted in appropriate locations;</li> <li>▪ ensure at least two members of staff are based at Ngalurrtju have current first aid certificates; and</li> <li>▪ ensure incident reports are completed as appropriate in a prompt manner.</li> </ul> </li> </ul>
<p><b>10. Undertake other tasks as required</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• As required by the Operations Manager - Ngalurrtju, undertake other specified tasks at Ngalurrtju and/or other AWC sanctuaries.</li> <li>• Comply with AWC policies and procedures.</li> <li>• Champion AWC values and OneAWC approach.</li> </ul>