

Position Profile

Designation:	Land Management Officer (LMO)
Reporting to:	Sanctuary Manager , or as delegated.
Supervising:	From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Newhaven Wildlife Sanctuary, NT

Basic accommodation will be provided at Newhaven for the successful candidate.

Organisational context:

The delivery of AWC's mission – *the effective conservation of all Australian wildlife and their habitats* – is highly reliant on all AWC working collaboratively with each other as a cohesive, engaged, collaborative, 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.

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.

About the role:

The central region comprises of ten sanctuaries located across the Northern Territory and South Australia. These properties: Bullo River Station, Newhaven, Ngalurrtju, Pungalina-Seven Emu, Wongalara (NT), Buckaringa, Dakalanta, Kalamurina, Western River Refuge and Yookamurra (SA) span across almost 2 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.

The central region has approx. 20 full-time staff, several interns and research students, and engages a range of casual staff and volunteers. Day-to-day operations are overseen by the individual Sanctuary Managers and science programs by the Regional Ecologist (Central South).

Covering 262,000 hectares, Newhaven Wildlife Sanctuary is one of Australia's largest non-government protected areas. At Newhaven, dramatic quartzite mountains overlook extensive parallel sand dunes, spinifex grasslands, shimmering salt lakes, and mulga woodlands, making it a hotspot for the wildlife of central Australia. AWC initiated a project of global biodiversity significance at Newhaven – the establishment of a massive feral cat-free area currently covering 9400 hectares, with future stages increasing this area to up to 100,000 hectares. This is one of the largest feral cat eradication projects ever conducted and creates a refuge for large, wild populations of at least 10 nationally threatened mammal species, including the Mala (currently extinct in the wild), the Central Rock Rat, and the Golden Bandicoot.

Reporting to the Sanctuary Manager, the Land Management Officer (LMO) is responsible for the delivery of land management programs for conservation including fire management, weed and feral animal control. The role of the LMO extends to a broad range of tasks including asset and infrastructure maintenance. As such, a broad knowledge of all trades, practical skills in relation to asset and infrastructure repair and maintenance, and the ability to use a wide range of plant and equipment is essential.

Other key positions in central region relative to this role:

The Land Management Officer reports directly to, and supports, the Sanctuary Manager, and will liaise closely with other staff within the Central region, in particular:

- Indigenous Rangers working on a casual basis to undertake works in accordance with the Conservation Land Management program;
- Administration & Operations Support Officer who administers operations, administration and logistics;
- The position will be required to assist AWC's Philanthropy team conduct supporter events, and to provide information and content to assist AWC's public education efforts.
- A team of ecologists, including the Regional Ecologist (Central South), Wildlife Ecologists and Senior/Field Ecologists who implement the Central South conservation and science programs.

Within AWC, the operations and science teams work in an integrated manner to design and deliver conservation and land management and to measure and report on ecological health as part of the national AWC approach to conservation.

Inherent requirements of the role:

The execution of tasks associated with the position may involve fieldwork in remote locations and can sometimes be away from an established field base, often in isolated locations working alone. The working environment will be predominantly 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 and mentally 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. The successful applicant must be physically and mentally capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

Critical Competencies:

1. A broad knowledge of all trades (building, mechanical, fencing, plumbing, welding & electrical) is desirable, including the ability to carry out routine tasks and maintenance.
2. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
 - a. Implementation of an asset and infrastructure maintenance program (building, fencing, roads etc.).
 - b. Ability to use a wide range of plant and equipment including carrying out routine mechanical repairs to:
 - i. 4WD's, ATVs, tractors etc.
 - ii. Generators, pumps etc. – any experience with desalination plants would be highly regarded.
 - iii. Power tools including chainsaws, welders etc.
 - c. General infrastructure projects including construction, fencing and building.
3. Knowledge of practical land management programs including fire management, weed and feral animal control.
4. Understanding of and interest in Australian (with a particular focus on the southern Australia) ecology and conservation issues.
5. Understanding of ecological research and experience (desirable) with field techniques including animal trapping, handling and monitoring.
6. Demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
7. Ability to problem-solve, developing practical solutions with limited resources.
8. Willingness and ability to work as part of a small team or independently without supervision.
9. Basic computer skills including Word, Excel and email (desirable).
10. Experience working and living in a semi-rural/remote area.

Qualifications:

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. A valid manual drivers licence with 4WD experience in difficult conditions is essential.
2. Nationally Coordinated Criminal History Check (National Police Check).
3. Medium Rigid drivers licence (desirable).
4. First aid certificate (desirable).
5. Firearm licence (desirable).

Responsibilities:

1. Establish and/or review sanctuary plans and processes
Key activities and responsibilities: <ul style="list-style-type: none">• Support the Sanctuary Manager and SLMO in a review of:<ul style="list-style-type: none">○ Sanctuary assets and infrastructure (i.e. condition, repairs required, new equipment etc);○ OH&S procedures at Newhaven;

<ul style="list-style-type: none"> Establish relationships with neighbours, suppliers and other local stakeholders.
2. Maintain sanctuary assets and infrastructure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> Ensure the inventory of assets and infrastructure is maintained, including the insurance asset list, per the approved AWC procedure. Undertake maintenance of assets and infrastructure per the approved maintenance schedule, to: <ul style="list-style-type: none"> Buildings and associated services such as waste management; Roads, airstrip, walk trails, fire-breaks etc; Fence removal; and Ground maintenance. Record all maintenance activity per approved AWC procedures, including recording the use and replacement of assets such as fuel, equipment and maintenance supplies.
3. Land management & research activities
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> In accordance with the approved Operational Plan and under the direction of the SLMO, implement key land management and conservation programs including: <ul style="list-style-type: none"> Weed control <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Implement approved culling/control programs per approved AWC procedures; Keep detailed records, per approved AWC procedure; Fire management <ul style="list-style-type: none"> Undertake training with the Sanctuary staff 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. <ul style="list-style-type: none"> As directed, assist in the implementation of strategies and work plans related to the research and monitoring programs at Newhaven. For example: <ul style="list-style-type: none"> The establishment and maintenance of research and monitoring sites across the sanctuary; and 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.
4. Improvement, installation and planning of new infrastructure and assets
<p>Key activities and responsibilities:</p>

- 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.

5. Administration, finance 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.
- Ensure that the collection, recording and banking of all revenue is in accordance with AWC policies and procedures.

6. Supervision of staff, volunteers and contractors

Key activities and responsibilities:

- As required, supervise:
 - Other staff;
 - Contractors; and
 - Volunteers.
- Ensure that you undertake a safety induction, and that you provide the same to any staff, volunteers or contractors for which you have management/supervisory responsibility. Provide appropriate safety induction (i.e. Conditions of Entry) to Newhaven visitors.
- Ensure all relevant policies are complied with in relation to visitors, volunteers and contractors including (but not limited to) occupational health and safety.
- Notify the Newhaven Sanctuary Manager immediately of all incidents, accidents or near misses and ensure necessary reports are filled out and submitted per the approved AWC policies and procedures within the designated timeframes.

7. Volunteers, visitors and fundraising

Key activities and responsibilities:

- Assist with the volunteer program at Newhaven including:
 - The selection of appropriate people as volunteers;
 - Volunteers are given relevant information before travelling to Newhaven (e.g. on conditions, the tasks they will be asked to perform etc);
 - Volunteers are managed adequately while at Newhaven.
- Assist with the implementation of the approved visitor strategy, as amended from time-to-time.
- Develop, maintain and improve visitor facilities at Newhaven.
- As required, assist in the implementation of fundraising programs including for example, by assisting in the organisation and conduct of donor visits.

8. Safety and Risk Management

Key activities and responsibilities:

- Support the Sanctuary Manager & SLMO with on-going risk assessments and reviewing the risk management plan for operations at Newhaven. The risk assessments and management plan must aim to protect the health and safety of everyone at Newhaven including you, staff, contractors, volunteers and visitors, as well as minimising public liability risk.
- Support the Sanctuary Manager by ensuring appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors.
- Implement and comply with the provisions of the approved management plan. In particular:
 - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.
 - Ensure that any staff, volunteers or contractors for which you have supervisory responsibility, have undertaken adequate training before they use plant, equipment, tools and/or vehicles.
 - Ensure incident reports (including near miss reporting) are completed in a timely manner per AWC policies and procedures.
 - Maintain a working knowledge of AWC's Safety policies and procedures and regularly review any updates via the AWC intranet.

9. Undertake other tasks, as required

Key activities and responsibilities:

- Champion the AWC values and OneAWC initiative.
- Comply with all AWC policies and procedures.
- As required by the Sanctuary Manager and/or SLMO and/or Regional Operations Manager, undertake other specified tasks at Newhaven and/or other AWC sanctuaries.