

Position Profile

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| Designation: | Land Management Officer (LMO) |
| Reporting to: | Operations Manager - Ngalurrtju, or as delegated. |
| Supervising: | From time-to-time Indigenous Rangers, other employees (permanent and casual), contractors, volunteers, students and visitors. |
| Based at: | Alice Springs, Northern Territory |

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

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.

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 – the effective conservation of Australia's wildlife and their habitats – 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

The Central & South region comprises six sanctuaries located across southern Northern Territory and South Australia. These properties: Newhaven (NT), Kalamurina, Buckaringa, Dakalanta, Yookamurra and Western River Refuge span almost 1 million hectares and protect a diversity of threatened species and habitats.

The central-south region has approx. 20 permanent 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 (CS). 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 two staff streams (Operations and Science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

AWC is developing an exciting new partnership with Traditional Owners of the Ngalurrjtju 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 Ngalurrjtju Land Management Officer will work closely with the Ranger group to provide support and undertake works in accordance with the approved Conservation Land Management Program.

Key relationships will include:

- AWC Indigenous Rangers
- Ngalurrjtju Reference Group (Traditional Owner Representatives)
- Central Land Council
- The position reports to the Operations Manager – Ngalurrjtju
- Regional Operations Manager (Central & South).

Critical Competencies:

1. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
 - a. Implementation of the approved 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, graders, tractors etc
 - ii. Generators, pumps etc
 - iii. Power tools including chainsaws, welders etc.
 - iv. Firearms
 - v. Fire-fighting and weed spraying equipment.
 - c. General infrastructure projects including construction, fencing and building.
2. Knowledge of practical land management programs including:
 - a. Fire management
 - b. Weed control programs
 - c. Pest animal control programs.
3. Understanding of and interest in Australian (with a particular focus on the arid region of Australia) ecology and conservation issues.
4. Excellent interpersonal skills, including communicating with Indigenous people, working with Indigenous Rangers and volunteer supervision
5. Understanding of ecological research and experience with field techniques.

6. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks in an efficient manner.
7. The ability to improvise and 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. Ability to use standard business software packages (Excel, Word and email).
10. Experience of working and living in a rural/remote area.

Qualifications:

1. Relevant trade/ TAFE qualification (desirable).
2. Practical experience in delivering 'on-ground' results and a willingness to turn a hand to most tasks will be highly regarded over formal qualifications.

Licenses & Certificates:

1. A current *valid* Australian (or internationally recognised) manual driver's licence, with experience in 4WD/off-road conditions is essential.
2. Experience (and relevant licences) in operating agricultural machinery such as trucks, tractors, graders and other earthmoving machinery (desirable).
3. Bushfire control training and experience (desirable).
4. Current first aid certificate, senior and/or remote first aid (desirable).
5. Chemical use certification (desirable)
6. Firearms experience and current licence (desirable).
7. National police clearance certificate.

Inherent requirements of the role:

The execution of tasks associated with this role will involve extensive fieldwork, in a remote location sometimes away from an established field base. The working environment is outdoors and often in the extremes of weather. The position can 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 and mentally capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities:

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| 1. Develop and/or review sanctuary plans and processes |
| <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Support the Operations Manager to monitor and review: <ul style="list-style-type: none"> ▪ maintenance of assets and infrastructure (i.e. condition, repairs required, renewal of equipment, etc.); and ▪ WHS procedures. • 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"> • Maintain an inventory of all assets and infrastructure. • Keep an up-to-date maintenance schedule for all assets and infrastructure. <ul style="list-style-type: none"> • 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. |
| 3. Land management & research activities |
| <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In accordance with the approved Management Plan, 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; and – keep detailed records, per approved AWC procedure. ▪ Fire Management <ul style="list-style-type: none"> – 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: <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 Ngalurrtju. For example: <ol style="list-style-type: none"> 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. |
| 4. 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.

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, assist with the induction and supervision of other staff, contractors and volunteers.
- 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 Operations 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 Ngalurrtju including:
 - selecting appropriate people as volunteers;
 - providing relevant information to volunteers before travelling to Ngalurrtju (e.g. on road conditions, accommodation arrangements, tasks to be performed etc); and
 - managing the schedule of volunteers while on site.
- Assist with the implementation of the approved visitor strategy, as amended from time-to-time.
- Collect and administer revenue/fees from visitors.
- Develop, maintain and improve visitor facilities at Ngalurrtju.
- As required, assist in the implementation of fundraising programs including for example, by assisting in the organisation and conduct of donor visits.
- Promote awareness of:
 - relevant conservation issues (at Ngalurrtju and generally); and
 - AWC.

8. Safety and Risk Management

Key activities and responsibilities:

- Ensure risk is managed appropriately in relation to 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 the installation and use of hazardous materials and equipment is consistent with accepted safety standards;
 - ensure that any staff and volunteers have undertaken adequate training before they use plant, equipment, tools and vehicles;
 - ensure emergency procedures are developed and posted in appropriate locations;
 - ensure at least two members of staff are based at Ngalurrtju have current first aid certificates; and
- ensure incident reports are completed as appropriate in a prompt manner.

9. Undertake other tasks, as required

Key activities and responsibilities:

- As required by the Operations Manager - Ngalurrtju, undertake other specified tasks at Ngalurrtju and/or other AWC sanctuaries.
- Comply with AWC policies and procedures.
 - Champion AWC values and OneAWC approach.