



Land Management Officer Scotia Wildlife Sanctuary, NSW

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the conservation of Australia's threatened wildlife and their habitats. AWC now owns and manages more land than any other private conservation organisation in Australia – 29 properties covering almost 6.5 million hectares – protecting more than 1,200 fauna species through active land management informed by strategic scientific research.

Eight of AWC's properties – Scotia (NSW), Newhaven (NT) and Buckaringa, Yookamurra, Dakalanta and Kalamurina (SA), including two national parks in NSW (Pilliga and Mallee Cliffs) – are in southeastern (SE) Australia, covering a combined area in excess of 1 million hectares, which protect a diversity of threatened species and habitats.

AWC is seeking a committed and enthusiastic Land Management Officer to be based at Scotia Wildlife Sanctuary, Far West NSW. Reporting to the Sanctuary Manager, the ideal candidate will be a very practical person with a passion for saving Australia's wildlife and landscapes.

You will need to be well-organised and have experience in the use of a wide array of plant, equipment and tools. Appropriate trade experience as well as bush firefighting and/or training would be desirable. You will be capable of coordinating multiple projects and work with a range of stakeholders including scientists, students, volunteers, visitors, neighbouring landholders including indigenous communities and government, and will be committed to helping AWC develop and implement a new model for conservation.

This is a unique opportunity to join Australia's largest non-government conservation organisation and help shape the future of private sector conservation in Australia.

To learn more about AWC's sanctuaries, please visit our website www.australianwildlife.org/sanctuaries/

Position Profile

Designation:	Land Management Officer
Reporting to:	Scotia Sanctuary Manager
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:	Scotia Wildlife Sanctuary, via Wentworth NSW <i>On-site accommodation will be provided at Scotia for the successful applicant.</i>

Organisational context:

The southeast 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 (SE). The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

The Land Management Officer reports to the Scotia Sanctuary Manager and will liaise with all southeast staff (operations and science) in order to fulfill the duties required of this role, a key component of which is the facilitation and coordination of efficient operations.

Critical Competencies:

1. **Getting things done:** you need exceptional planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
2. **Managing staff:** you need excellent people management skills, including the leadership of, and managing and coordinating remote teams of Operational Staff, Volunteers and Contractors.
3. **Working with people:** excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
4. **Practical land management and asset management or comparable skills/experience:** You need to demonstrate knowledge and practical experience delivering land management programs including fire management, weed and feral animal control programs or comparable experience that is readily transferable. Demonstrated practical skills managing assets and infrastructure is required including:
 - a. The implementation of infrastructure projects such as fencing, road maintenance and building.
 - b. The management and use of a wide range of plant and equipment (graders, tractors, generators, pumps and power tools, including chain saws, welders etc.
 - c. A broad knowledge of all trades (building, mechanical, fencing, plumbing, welding & electrical) is desirable, including the ability to carry out routine tasks and maintenance.
 - d. Bushfire control training and experience.
 - e. 4WD experience in relevant off-road conditions is essential.
5. **Financial management:** demonstrated ability to deliver projects in a cost-effective manner and be able to code and track expenditure, operating within the budget.
6. **Paperwork/compliance:** demonstrated ability to maintain records and implement permit/authorization processes.

7. **Resourcefulness:** the ability to improvise and ‘problem-solve’, developing practical solutions with limited resources.
8. **Living in the bush:** previous experience of working and living in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
9. **Information technology:** Ability in using standard business software packages (including Word, email, Excel) is essential.
10. **A passion for conservation:** Understanding of and interest in Australian (with a particular focus on the arid region of Australia) ecology and conservation issues.
11. **Willingness to travel.**

Qualifications:

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. A valid manual drivers licence with 4WD experience in difficult conditions is essential
2. First aid certificate (desirable).
3. NSW Firearm licence (desirable).
4. Chainsaw capabilities (desirable).

1. Establish and/or review sanctuary plans and processes
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Support the Sanctuary Manager 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 Scotia; • 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>

- In accordance with the approved Operational Plan and under the direction of the Sanctuary Manager, 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;
 - Keep detailed records, per approved AWC procedure;
 - Fire management
 - 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.
 - As directed, assist in the implementation of strategies and work plans related to the research and monitoring programs at Scotia. For example:
 - 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

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.

<ul style="list-style-type: none"> • 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.
<p>6. Supervision of staff, volunteers and contractors</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, supervise: <ul style="list-style-type: none"> • Other staff; • Contractors; and • Volunteers. • Assist with the induction and supervision of 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 Scotia 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 Scotia 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.
<p>7. Volunteers, visitors and fundraising</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist with the volunteer program at Scotia including: <ul style="list-style-type: none"> • The selection of appropriate people as volunteers; • Volunteers are given relevant information before travelling to Scotia (e.g. on conditions, the tasks they will be asked to perform etc); • Volunteers are managed adequately while at Scotia. • Assist with the implementation of the approved visitor strategy, as amended from time-to-time. • Develop, maintain and improve visitor facilities at Scotia. • As required, assist in the implementation of fundraising programs including for example, by assisting in the organisation and conduct of donor visits.
<p>8. Safety and Risk Management</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Support the Sanctuary Manager with on-going risk assessments and reviewing the risk management plan for operations at Scotia. The risk assessments and management plan must aim to protect the health and safety of everyone at Scotia 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:

- As required by the Scotia Sanctuary Manager and/or Regional Operations Manager, undertake other specified tasks at Scotia and/or other AWC sanctuaries.