

Position Profile

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

Organisational context:

Australian Wildlife Conservancy owns and manages 27 sanctuaries covering more than 4.6 million hectares. Four of these sanctuaries – Karakamia, Paruna, Faure Island and Mount Gibson – occur in southwestern Australia, an internationally recognised “biodiversity hotspot”. These sanctuaries are home to an internationally significant mammal reintroduction project involving species such as Woylies, Black-flanked Rock-wallabies and Western Barred Bandicoots.

AWC’s Mt Gibson Wildlife Sanctuary is currently in the process of the largest wildlife restoration project in the country, which involves reintroducing 9 of Australia’s most threatened mammal species into a 7,800 ha feral predator-free safe haven. This is the largest fox and cat-free area on mainland WA.

Paruna Sanctuary, in the beautiful Avon Valley east of Perth, forms an important wildlife corridor that links two regionally significant National Parks – Walyunga National Park and Avon Valley National Park – to create a combined protected area of approximately 19,500 ha. Flanked by the Avon-Swan River, Paruna features stunning woodlands of Wandoo and Powderbark.

The southwest region currently has approximately 16 permanent staff, 10 casual staff (guides), interns, and a range of research students and volunteers. Day-to-day operations are overseen by the individual Sanctuary Managers and science programs by the South West Regional Ecologist [SW RE]. The 2 staff stream (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

Other key positions

- SW Regional Operations Manager whose remit covers Mt Gibson, Karakamia, Paruna and Faure Island.
- Administration & Operations Support Officer (SW), based at Karakamia.
- South West Region Science and Operations team

Critical Competencies:

1. A broad knowledge of all trades (building, mechanical, fencing, plumbing, welding) 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 the approved Paruna 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, tractors etc;
 - ii. Generators, pumps etc; and
 - iii. Power tools including chainsaws, welders etc.
 - c. General infrastructure projects including construction, fencing and building.
3. Knowledge of practical land management programs for conservation outcomes including:
 - a. Fire management;
 - b. Weed control and monitoring programs; and
 - c. Feral animal control and monitoring programs.
 - d. Visitor management programs including hosting supporters and supporting walk-trail visitors.
 4. Understanding of and interest in Australian ecology and conservation issues.
 5. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks in an efficient manner.
 6. The ability to improvise and problem-solve, developing practical solutions with limited resources.
 7. Willingness and ability to work as part of a small team or independently without supervision.
 8. Basic computer skills including Word, Excel and email (desirable).
 9. 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 is more important than formal qualifications.

Licenses & Certificates:

1. A *valid* manual drivers licence with 4WD experience in difficult conditions is essential
2. Experience operating agricultural machinery such as trucks and tractors and relevant licenses, where required.
3. Experience operating plant such as generators, chainsaws and welding.
4. Bushfire control training and experience (desirable).
5. First aid certificate (desirable).
6. Police clearance certificate.
7. Firearms experience and license (desirable).

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 capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities: Under the direction of the Sanctuary Manager, or in their absence, the direction of the National Operations Manager, undertake the following activities. The majority of these activities will be undertaken in collaboration with other staff at Paruna.

<p>1. Establish and/or review sanctuary plans and processes</p>
<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 Paruna; • Establish relationships with neighbours, suppliers and other local stakeholders.
<p>2. Maintain sanctuary assets and infrastructure</p>
<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, walk trails, fire-breaks etc; • Fence maintenance, and where relevant, redundant infrastructure 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.
<p>3. Land management & research activities</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In accordance with the approved Operational 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 including identification of, control of and monitoring of weed species; • 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; • Carry out regular surveys of feral animal species, activity and densities; and • Keep detailed records, per approved AWC procedure;

<ul style="list-style-type: none"> • 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 wildfires. • 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 Paruna. For example: <ol style="list-style-type: none"> a. The establishment and maintenance of research and monitoring sites across the sanctuary; and b. 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.
<p>4. Improvement, installation and planning of new infrastructure and assets</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In line with the approved budget and the operational plan, develop plans for new infrastructure as required, including: <ul style="list-style-type: none"> • Obtaining quotes; • Competitive selection process; • Drawing up large project works contracts (with instruction from the National Operations Manager and others as appropriate); • 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.
<p>5. Administration, finance and reporting</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • 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.
<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; • Volunteers; and

- Supporters and visitors
- 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 Paruna visitors.
- Ensure all relevant policies are complied with in relation to visitors, volunteers and contractors including (but not limited to) safety.
- Notify the Paruna 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 Paruna including:
 - The selection of appropriate people as volunteers;
 - Volunteers are given relevant information before travelling to Paruna (e.g. on conditions, the tasks they will be asked to perform etc);
 - Volunteers are managed adequately while at Paruna.
- Assist with the implementation of the approved visitor strategy, as amended from time-to-time.
- Develop, maintain and improve visitor facilities at Paruna.
- 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 with on-going risk assessments and reviewing the risk management plan for operations at Paruna. The risk assessments and management plan must aim to protect the health and safety of everyone at Paruna including yourself, staff, contractors, volunteers and visitors, as well as minimizing public liability risk.
- Support the Sanctuary Manager by ensuring appropriate management of risks in relation to the health and safety of staff, contractors and volunteers.
- 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 Paruna Sanctuary Manager or Sanctuary Officer and/or the National Operations Manager, undertake other specified tasks at Paruna and/or other AWC sanctuaries.