



## Position Profile

<b>Designation:</b>	<b>Land Management Officer</b>
<b>Reporting to:</b>	<b>Sanctuary Manager</b> , or as delegated.
<b>Supervising:</b>	<b>From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.</b>
<b>Based at:</b>	<b>Wongalara Wildlife Sanctuary, via Katherine NT</b> <i>Basic accommodation will be provided at Wongalara</i>

### Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 31 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares 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

Located 300km east of Katherine, Wongalara Wildlife Sanctuary covers 192,411 hectares. At Wongalara, staff (permanent and temporary), researchers, volunteers and students live and work together to ensure the delivery of high quality programs. The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies. Wongalara also provides a campground and offers self-guided walks to visitors.

The Land Management Officer will report to and support the Sanctuary Manager with conservation and operational programs at Wongalara. The Sanctuary Manager having overall responsibility for onsite Staff.

### **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 the approved Wongalara 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, side x side ATV, grader, dozer, loader, 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 including:
  - a. Fire management;
  - b. Weed control programs;
  - c. Feral animal control programs; and
  - d. Cattle management.
4. Understanding of and interest in Australian ecology and conservation issues.
5. Understanding of ecological research and experience (desirable) with field techniques.
6. Demonstrated planning and organisational skills, including an ability to prioritise and execute a 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 independently without supervision and as part of a small team.
9. Basic computer skills including Word, Excel and email (desirable).
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 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. Bushfire control training and experience (desirable).
4. First aid certificate (desirable).
5. 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 capable of performing these activities in order to carry out the inherent role responsibilities.

**Responsibilities:** Under the direction of the Sanctuary Manager and/or Assistant Manager, or in their absence, the direction of the Regional Operations Manager, undertake the following activities. The majority of these activities will be undertaken in collaboration with other staff at Wongalara.

<b>1. Establish and/or review sanctuary plans and processes</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Support the Sanctuary Manager in a review of: <ul style="list-style-type: none"> <li>• Sanctuary assets and infrastructure (i.e. condition, repairs required, new equipment etc);</li> <li>• OH&amp;S procedures at Wongalara;</li> </ul> </li> <li>• Establish relationships with neighbours, suppliers and other local stakeholders.</li> </ul>
<b>2. Maintain sanctuary assets and infrastructure</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure the inventory of assets and infrastructure is maintained.</li> <li>• Undertake maintenance of assets and infrastructure per the approved maintenance schedule, to: <ul style="list-style-type: none"> <li>• Buildings and associated services such as waste management.</li> <li>• Roads, airstrip, walk trails, firebreaks etc.</li> <li>• Fence removal; and</li> <li>• Ground maintenance.</li> </ul> </li> <li>• Record all maintenance activity per approved AWC procedures, including recording the use and replacement of assets such as fuel, equipment and maintenance supplies.</li> </ul>
<b>3. Land management &amp; research activities</b>
<p>Key activities and responsibilities:</p>

- In accordance with the approved Operational 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.
    - Carry out regular surveys of feral animal numbers and types; and
    - 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 wildfires.
  - Management and care of stock (cattle)
    - Maintaining fences, yards, gate, licks and watering points required for stock management; and
    - assist with mustering operations and husbandry practises including branding, cutting, dehorning, tagging and general management of mustered stock.
  - 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 Wongalara. 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.

<p><b>5. Administration, finance and reporting</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure that all expenditure is in accordance with AWC policies and procedures.</li> <li>• Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.</li> <li>• Ensure that the collection, recording and banking of all revenue is in accordance with AWC policies and procedures.</li> </ul>
<p><b>6. Supervision of staff, volunteers and contractors</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• As required, supervise: <ul style="list-style-type: none"> <li>• Other staff;</li> <li>• Contractors; and</li> <li>• Volunteers.</li> </ul> </li> <li>• Assist with the induction and supervision of volunteers.</li> <li>• 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 Wongalara visitors.</li> <li>• Ensure all relevant policies are complied with in relation to visitors, volunteers and contractors including (but not limited to) occupational health and safety.</li> <li>• Notify the Wongalara 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.</li> </ul>
<p><b>7. Volunteers, visitors and fundraising</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Assist with the volunteer program at Wongalara including: <ul style="list-style-type: none"> <li>• The selection of appropriate people as volunteers;</li> <li>• Volunteers are given relevant information before travelling to Wongalara (e.g. on conditions, the tasks they will be asked to perform etc);</li> <li>• Volunteers are managed adequately while at Wongalara.</li> </ul> </li> <li>• Assist with the implementation of the approved visitor strategy, as amended from time-to-time.</li> <li>• Develop, maintain and improve visitor facilities at Wongalara.</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> </ul>
<p><b>8. OH&amp;S and Risk Management</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Support the Wongalara Sanctuary Manager &amp; Assistant Manager with on-going risk assessments and reviewing the risk management plan for operations at Wongalara. The risk assessments and management plan must aim to protect the health and safety of everyone at Wongalara including you, staff, contractors, volunteers and visitors, as well as minimising public liability risk.</li> </ul>

- Support the Wongalara Sanctuary Manager & Assistant 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 OH&S 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 Sanctuary Manager or Assistant Manager and/or the Regional Operations Manager, undertake other specified tasks at Wongalara and/or other AWC sanctuaries.
- Undertake general ground maintenance activities as a resident of the Sanctuary.
- Comply with all AWC policies and procedures.
- Champion the AWC values and ONEAWC initiative.