

Position Profile

Designation:	Operations Manager – Ngalurrtju ALT
Reporting to:	Regional Operations Manager – Central
Supervises:	Indigenous Ranger Team Coordinators, Indigenous Rangers, Land Management Officers, and periodically as required other employees (permanent and casual), contractors, volunteers, students and visitors.
Based in:	Alice Springs (NT) with frequent travel to Ngalurrtju

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.

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).

AWC has developed an exciting new partnership with Traditional Owners of the Ngalurrtju 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 Operations Manager will oversee the development of this new partnership with Traditional owners of the Ngalurrtju ALT. The position is responsible for: coordinating program planning meetings with TO's; ensuring that works plans are approved prior to works commencing; establishing and managing an Indigenous ranger team which will deliver an effective conservation land management program, and; ensuring that the program is delivered in line with standard AWC operating systems.

Success in this position will be demonstrated by the development of positive stakeholder relationships and the delivery of effective conservation. Effective conservation will be measured by reference to key metrics, which track:

- The populations (or other metrics) of indicator species.
- The extent to which threatening processes are reduced including:
 - reducing occurrence and extent of un-prescribed fires;
 - reducing the density/population of feral animals; and
 - reducing the area of occupancy of invasive weeds.
- The cost at which outcomes are delivered (our aim is to deliver the highest outcomes at the lowest cost).

In order to achieve success, you will need to manage and direct resources efficiently and in accordance with an approved budget and operations plan, informed by science-based strategies. The level of on-ground activity (feral animal control, weed control, fire management) is measured and reported on a regular basis.

You will be responsible for ensuring tight integration between the operations and science teams; this is an integral element of the national AWC approach to conservation.

Engagement with key stakeholders and AWC supporters, including through Supporter Events and contributing to AWC's communications program are also important functions of this role. In this respect, you need to be a strong advocate for AWC's conservation model and achievements.

Key relationships will include:

- Central Land Council.
- Ngalurrtju Reference Group (Traditional Owner Representatives).
- AWC Indigenous Rangers and Indigenous Ranger Coordinators
- The position reports to the Regional Operations Manager - Central.
- As the Ngalurrtju Operations Manager, you will work closely with AWC's Central South science team led by the Regional Ecologist. Within AWC, the Operations and Science teams work in an integrated manner to design and deliver effective land management and to measure and report ecological health.
- The position also works closely with AWC's Philanthropy and Communications team, particularly in the planning and delivery of Supporter Events and other promotional activities.

Critical Competencies:

1. **Getting things done:** exceptional planning and organisational skills, including proven ability to coordinate, prioritise and execute a large number of tasks in an efficient manner.
2. **Managing staff:** you need excellent people management skills, including proven ability recruiting, leading, developing, managing and coordinating remote teams of 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. **Infrastructure and asset management:** demonstrated knowledge and practical skills in asset maintenance and infrastructure projects including:
 - a. Supervising and hands-on implementation of infrastructure projects such as fencing, buildings, services i.e. energy and water systems;
 - b. Supervising and implementation of an asset maintenance program; and
 - c. Ability to use a wide range of plant and equipment, including performing routine repairs and maintenance (including mechanical).
 - d. 4WD experience in difficult conditions is essential
5. **Land management:** demonstrated knowledge and practical experience delivering land management programs including:
 - a. Planning and hands-on delivery of feral eradication programs across unfenced landscapes;
 - b. Planning and hands-on delivery of prescribed fire programs, including wildfire response; and
 - c. Planning and hands-on delivery of weed management programs.
6. **Financial management:** demonstrated ability to help deliver projects in a cost-effective manner and to assist in the management of financial resources including:
 - a. Developing and operating within an agreed budget and operational plan for the Sanctuary;
 - b. Coding and tracking expenditure and preparing written financial and operational reports; and
 - c. Preparing written financial and operational reports.
7. **Paperwork/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.
8. **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
9. **Living in the bush:** previous experience and ability to work and live in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
10. **Information technology:** intermediate competence in using standard business software packages including Word, Excel, MS Outlook, and cloud servers (such as drop box) is essential.
11. **A passion for conservation:** a passion for, or strong interest in, conservation.
12. Willingness to travel.

Qualifications and Experience:

Formal qualifications in a relevant discipline would be an advantage, but are less important than having strong, practical experience and a good track record of delivering ‘on-ground’ results in land management.

Licenses & Certificates:

1. A valid manual drivers licence with 4WD experience in difficult conditions is essential.
4WD training can be provided to the successful candidate prior commencement.
2. Senior first aid certificate (remote certification – highly desirable).
3. Valid agricultural machinery licenses such as trucks, backhoe and other machinery as relevant (desirable).
4. *Valid* firearms license (highly desirable).
5. Chemical use certification.
6. Nationally Coordinated Criminal History Check (National Police Check).

Inherent requirements of the role:

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

Responsibilities:

1. Lead the development of annual Operational Plans and budgets for Ngalurrtju
Key activities and responsibilities: <ul style="list-style-type: none">• Establish, plan and facilitate annual planning meetings with Ngalurrtju Reference Group and other TO's.• Prepare the Annual Operational Plan and Budget for Ngalurrtju – with assistance from Regional Operations Manager (ROM) and Senior Wildlife Ecologist (SWE) – ensuring that they both reflect the projects conservation objectives.
2. Lead implementation of the approved annual Operational Plan and provide regular reports detailing progress in implementing the Plan
Key activities and responsibilities: <ul style="list-style-type: none">• Lead the implement the actions set out in the approved Operational Plan• Provide a quarterly report detailing progress in implementing the plan, in accordance with the approved format• Provide additional progress reports as requested

<ul style="list-style-type: none"> • Seek approval for any variations from the Operational Plan and, if approved, implement the amended plan
3. Develop and implement strategies to address significant threats to the wildlife and ecosystems on Ngalurrtju
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In accordance with the Operational Plan, lead the implementation of: <ul style="list-style-type: none"> ○ the fire management program at Ngalurrtju ○ the eradication or control of feral animals, such as camels ○ the control and, where possible, the eradication of key weed species • In accordance with the Operational Plan, prepare reports to help the organisation track the status of these threats • Working with the SWE and the National Science Team develop Fire, Weed and Feral Animal Management Strategies for Ngalurrtju.
4. Develop and maintain sanctuary assets and infrastructure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Develop and implement an Infrastructure and Asset Management Plan • Develop and maintain an inventory of all assets and infrastructure • Keep up-to-date, a maintenance schedule for all assets and infrastructure • 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 • Ensure systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel and equipment and maintenance supplies
5. Assist in the implementation of research and monitoring programs
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist in the implementation of strategies and work plans related to research and monitoring programs at Ngalurrtju • For example, participate in, and provide support for scientific staff in relation to, conducting baseline biodiversity surveys and the establishment of monitoring sites
6. Other day-to-day management tasks
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Conduct other day-to-day management tasks, as required, to ensure the management of Ngalurrtju and the conservation of its wildlife and ecosystems
7. Financial management and reporting
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure that all expenditure is in accordance with: <ul style="list-style-type: none"> ○ the approved budget and limits set by AWC ○ for expenditure not identified in the budget or above those limits, a relevant approval from the ROM

<ul style="list-style-type: none"> • Ensure that all expenditure is in accordance with AWC policies and procedures • Ensure that necessary financial reports are prepared in accordance with AWC policies and procedures, including monthly reports detailing any expenditure from the credit card • 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 and, as necessary, submitted to the AWC finance department
8. Management of staff and contractors
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Determine the staffing requirements for the effective management of Ngalurrtju. • Co-ordinate the recruitment of staffing requirements for Ngalurrtju including: <ul style="list-style-type: none"> ○ A team of Land Management Officers ○ Indigenous Ranger Coordinators ○ Indigenous Rangers • Develop and implement strategy for the establishment of new Indigenous Ranger Group • As required, co-ordinate, engage and supervise: <ul style="list-style-type: none"> ○ other staff ○ contractors; and ○ volunteers • Ensure all relevant AWC policies are complied with in relation to the engagement of contractors
9. Implementation of a volunteer program
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Working with the TO Reference group and ROM develop and implement a volunteer strategy, as amended from time to time • Ensure that the volunteer program at Ngalurrtju is integrated within AWC's national volunteer program • In particular: <ul style="list-style-type: none"> ○ ensure selection of appropriate people as volunteers ○ ensure volunteers are given relevant information before travelling to Ngalurrtju (e.g. on conditions, the tasks they will be asked to perform etc.) ○ ensure volunteers are managed adequately while at Ngalurrtju
10. Implementation of a visitor program
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Working with the TO Reference group and ROM, develop of a visitor management strategy for Ngalurrtju. • Implement the approved visitor strategy, as amended from time to time • Collect and administer revenue/fees from visitors • Promote awareness of: <ul style="list-style-type: none"> ○ relevant conservation issues (at Ngalurrtju and generally)

<ul style="list-style-type: none"> ○ AWC
11. Assist in the implementation of an effective information and communication strategy
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Establish a communications strategy and approval process for Ngalurrtju in consultation with the TO reference group • Ensure that all communications follow correct approval process • Establish and maintain effective relationships with: <ul style="list-style-type: none"> ○ visitors ○ neighboring landholders and the local community ○ relevant government agencies; and ○ other stakeholders • As required, compile and submit information and images for use in relation to: <ul style="list-style-type: none"> ○ the AWC newsletter ○ the AWC website ○ visitor displays; and ○ other AWC products and reports • Represent AWC at various public forums, as required and in accordance with AWC policies and requirements • Liaise with the general public including handling general inquiries and correspondence
12. Assist in the implementation of fundraising programs
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, assist in the implementation of fundraising programs including, for example, assisting in the organisation and conduct of supporter visits
13. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Implement and comply with the provisions of the approved risk management plan. In particular: <ul style="list-style-type: none"> ○ 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 up-to-date first aid certificates ○ Ensure incident reports are completed as appropriate in a prompt manner
14. Undertake other tasks as required
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Champion the AWC values and OneAWC initiative. • Comply with all AWC policies and procedures.

- As required by the ROM undertake other specified tasks at Ngalurrtju and/or other AWC sanctuaries.