

Position Profile

Designation:	Operations Manager (OM) Charnley River - Artesian Range Wildlife Sanctuary and Wilinggin Partnership Area
Reporting to:	Regional Operations Manager (NW)
Supervises:	As required, permanent staff plus casual and seasonal staff, Indigenous Rangers, contractors and volunteers
Based:	Charnley River – Artesian Range Wildlife Sanctuary, Operations Base, Kimberley, WA on Wilinggin Country

Organisational context:

Australian Wildlife Conservancy (AWC) is a global leader in conservation, providing hope for Australia's wildlife with a science-informed, land management partnership approach which delivers high impact results. We protect endangered wildlife in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre.

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 on land 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 AWC working collaboratively with each other.

The position of Operations Manager reports directly to the Regional Operations Manager and is primarily responsible for managing operations on AWC's Charnley River - Artesian Range Wildlife Sanctuary (CRAR), residing on Wilinggin Country and the implementation of AWC's high profile partnerships program with the Wilinggin Aboriginal Corporation across their Indigenous Protected Area under Exclusive Native Title. The Operations Manager is responsible in collaboration with the respective Senior Ecologists and Wilinggin for delivering *effective conservation* against a diverse program of work and deliverables on the Charnley River - Artesian Range (301,000 hectares) and Wilinggin Partnership Area (1,793,000 hectares).

Success in this position (i.e., effective conservation) will be measured by reference to key metrics which track:

- The populations (or other metric) of indicator species.
- The extent to which threatening processes are reduced including:
 - reducing ecological impact, occurrence and extent of wildfires;
 - reducing the density/population of feral animals; and
 - reducing the area of occupancy of invasive weeds.
- Partner collaboration, satisfaction and engagement
- The cost at which outcomes are delivered (our aim is to deliver the highest outcomes at the lowest cost).
- Corporate and program compliance

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

You will collaborate in leading the CRAR and Wilinggin Conservation Teams, working with the Senior Ecologists to ensure tight integration between the land management, science and partnership activities as part of a national AWC approach to conservation.

Leading engagement with key partners, stakeholders, AWC supporters, and contributing to the organisation's communications program, are also critical 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:

- The position reports to the Regional Operations Manager - North-west (NW).
- The position supervises a team of land managers including staff, contractors and at times Wilinggin Rangers. You will work closely with operational and science staff at other Kimberley locations.
- You will work closely with the Wilinggin and CRAR Ecologists and the Regional Ecologist (NW). Within AWC, the area Conservation Teams are composed of land managers and scientists who work in an integrated manner to design and deliver effective land management and to measure and report ecological health in collaboration with our partners.
- The Regional Fire Manager who oversees the fire management across the NW including early dry season burning and late dry season wildfire suppression activities.
- Regional Operations Coordinator who is responsible for financial administration and operational support across the NW.
- Staff, directors and members (Traditional Custodians) of the Wilinggin Aboriginal Corporation.
- AWC's Development and Communications teams, particularly in the planning and delivery of Supporter Events and other promotional activities.

AWC values

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:

- **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.

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. Leadership:** This is a leadership position – you need excellent people management skills, including proven ability leading, recruiting, developing, managing and coordination of remote teams of staff, rangers, contractors and volunteers.
- 3. Collaboration:** you need good relationship-building, collaborative, communication and interpersonal skills with a diverse range of stakeholders including colleagues, Indigenous partners and communities, pastoralists, Government agencies, scientific community and other conservation and land management organisations.
- 4. Conservation land management:** demonstrated knowledge and practical experience developing and delivering land programs, in collaboration with partners, including:
 - a. Planning and hands-on delivery of planned burning programs and wildfire suppression, as directed by the Regional Fire Manger;
 - b. Planning and delivery of feral eradication programs across unfenced landscapes;
 - c. The planning and delivery of weed management programs.
- 5. Infrastructure and Asset Management:** demonstrated knowledge and practical experience delivering asset management including:
 - a. The planning and delivery of major remote capital works and infrastructure projects;
 - b. The planning and delivery of repairs and maintenance works for major infrastructure, plant and equipment;
 - c. The ability to use a wide range of plant and equipment (generators, pumps, power tools etc) and perform routine repairs, including mechanical, and maintenance; and
 - d. 4WD experience in relevant off-road conditions is essential.
- 6. Financial management:** demonstrated ability to help deliver projects in a cost-effective manner and to manage financial resources including:
 - a. Developing and operating within an agreed budget and operation plan for the management area;
 - b. Coding and tracking expenditure; and
 - c. Preparing written financial and operational reports.
- 7. Partnership and Stakeholder Engagement:** the ability to represent AWC at a variety of local and regional forums. A demonstrated record of building and maintaining a diverse range of partner and stakeholder relationships, fostering strong collaboration and managing expectations.
- 8. Paperwork/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.
- 9. Resourcefulness:** the ability to improvise and ‘problem-solve’, developing practical solutions with limited resources.

- 10. Living in the bush:** previous experience of working and living in a remote area, and the supervision of teams in geographically diverse locations.
- 11. Information technology:** ability to use standard business software packages (including Word, email, Excel, MS Project) and GIS. Willingness to lead adoption of new software solutions including Fulcrum, Monday.com and Asset Panda.
- 12. A passion for conservation:** a passion for, and strong demonstrated interest in, conservation.
- 13. 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.
- 2. Demonstrated experience in delivering ‘on-ground’ results in land management.

Licenses & Certificates:

- 3. Valid manual driver’s licence.
- 4. Valid agricultural machinery licences for machinery such as trucks, tractors and other vehicles/equipment as relevant (or the capacity to readily obtain these licences).
- 5. Remote Senior first aid certificate (or the capacity to readily obtain).
- 6. Current Police clearance certificate.
- 7. Valid firearms license (highly desirable)

Inherent requirements of the role:

The execution of tasks associated with the position will involve fieldwork in remote locations and away from an established field base, often in isolated locations and working alone. A significant amount of operations and land management activities in the Kimberley are undertaken in light aircraft and Robinson R44 helicopters. The working environment will be predominantly 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 to carry out the inherent role responsibilities.

Responsibilities:

1. Lead the development of annual operational plan and budget for management areas
Key activities and responsibilities: <ul style="list-style-type: none"> • Working with the Regional Operations Manager (NW), prepare the Annual Operational Plan and budget for each management area – CRAR and Wilinggin Partnership. • Operations plans and budgets must address key issues including general sanctuary and partnership management; fire, feral animal and weed management, assets and infrastructure capital projects and maintenance, partnership deliverables.
2. Lead implementation of the approved operational plans, partnership deliverables and provide regular progress reports detailing progress in implementing the plan
Key activities and responsibilities: Co-ordinate Land Management Team and Partners and participate in: <ul style="list-style-type: none"> • Feral animal control:

- Planning, resourcing and delivery of the annual feral animal program.
- Implementation of approved culling/control, coordination of musters and/or sublease agreements with Mt House, keeping detailed records and carrying out regular surveys for feral animal numbers.
- Maintaining stocks and equipment to deliver program.
- Weed control;
 - Planning, resourcing, and delivery of the annual weed management program.
 - Following weed strategies and activity plans, documenting effort and effectiveness, maintaining stocks and storing necessary chemicals appropriately, coordinating training as required.
- Fire management will involve working with the Regional Fire Manager to plan, resource and deliver:
 - The annual burning program including early dry season and wet season planned aerial and ground burning operations in accordance with approved Burn Plans.
 - The late dry season wildfire suppression program as required.
 - Maintaining operational base infrastructure fire mitigation equipment, vehicle slip-on fire units and other fire equipment on site.
- Implementation of all activities must be carried out in accordance with AWC requirements and in accordance with the Wilonggin Partnership agreement;
- Provide a quarterly report and annual reports detailing progress and effectiveness in implementing the plans and land management strategies;
- Provide additional progress reports, as requested; and
- Seek approval for any variation from approved operation plans and, if approved, oversee or implement the amended plans.

3. Maintain and develop assets and infrastructure

Key activities and responsibilities:

- Support the Regional Project Manager in the implementation of the approved Infrastructure Development Plan/ Kimberley Conservation Hub for CRAR.
- Ensure the maintenance schedule and delivery of repairs and maintenance of all assets and infrastructure including buildings, services (power/solar, water and ablutions), roads, airstrips, fencing and plant, equipment and vehicles.
- Ensure that for each Area:
 - An inventory of all assets (including fuel) and infrastructure is maintained;
 - The maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles) is carried out in accordance with an approved maintenance schedule;
 - Systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.
- Undertake, organise and/or oversee staff and contractors responsible for infrastructure and asset maintenance and development projects;
- Ensure the best value for money solutions are used through tendering processes, and the use of innovative solutions;
- Ensure appropriate insurance cover is in place for all assets, as per approved AWC procedures.

4. Financial management and reporting

Key activities and responsibilities:

- Deliver activities in the most cost-effective manner;
- Ensure that all operational expenditure is in accordance with:
 - The approved budget in accordance with AWC delegations and procurement policy; or
 - For expenditure not identified in the budget, a relevant approval in accordance with AWC financial procedures.
- 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;
- Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department; and
- Ensure that the collection, recording and banking of any revenue is in accordance with AWC policies and procedures.

Note: the budgets are to be developed in conjunction with the Regional Operations Manager and submitted to the Chief Operations Officer for review within the agreed timeframe. Approval is by the Chief Operations Officer and Chief Science Officer prior to AWC Board Approval.

5. Management of staff and contractors

Key activities and responsibilities:

- Manage a remote team comprising, as required, permanent staff, Indigenous Rangers, contractors and/or casual staff.
- As required, co-ordinate, engage and supervise:
 - Visiting staff;
 - Contractors (in accordance with AWC procurement policy); and
 - Volunteers.
- Ensure all relevant AWC policies are complied with in relation to the engagement of any operational staff, rangers, students, volunteers or contractors under your supervision, including safety compliance.
- Manage the allocation of staff resources at different locations, as necessary, to meet operational requirements.
- Foster, and be an advocate for, the adoption of AWC culture (outcome focused, good science, strong team, cost-effective, safe) and values across the organisation.

6. Implementation of a volunteer program

Key activities and responsibilities:

- Implement the approved volunteer program, as amended from time to time, in collaboration with the Regional Logistics Coordinator who oversees the regional volunteer program
- Ensure that the volunteer program at CRAR is integrated within AWC's national volunteer program. In particular:
 - ensure selection of appropriate people as volunteers
 - ensure volunteers are given relevant information before travelling to CRAR (e.g. on conditions, the tasks they will be asked to perform etc)
 - ensure volunteers are managed adequately while at CRAR

7. Implementation of a visitor program

Key activities and responsibilities:

- Implement the approved visitor program, once CRAR reopens to the public ~2026/27, as amended from time to time in collaboration with the yet to be appointed Visitor Manager
- Coordinate on-ground Volunteer Camp Hosts to undertake:
 - Seasonal maintenance of grounds and camp facilities
 - Signage and inductions of visitors
 - Public access and communication and “Conditions of Entry’ on check-in
- Promote awareness of:
 - relevant conservation issues (at CRAR and the Kimberley generally)
 - AWC

8. Leadership

Key activities and responsibilities:

- Promote AWC’s mission and values amongst AWC staff, partners and stakeholders;
- Oversee the recruitment and supervision of AWC staff, volunteers and contractors; and
- Collaborate with the Wilinggin and CRAR Ecologists to lead the Wilinggin and CRAR Conservation Teams.

9. Ensure appropriate management of risks in relation to the health and safety of staff, rangers, contractors, students, interns, volunteers and visitors

Key activities and responsibilities:

- In accordance with the requirements of the Chief Operating Officer, or their delegate, undertake project risk assessments (PRA’s) and prepare risk management plans for operations on Wilinggin Partnership Area and CRAR. The risk assessments and management plans must aim to protect the health and safety of staff, rangers, contractors, volunteers, students, interns and visitors;
- Implement and comply with the provisions of the approved risk management plans and AWC safety policies and procedures, including Safe Work Practices and Safe Operating Procedures, as relevant to operational activities;
- Ensure Safety Management plans and safe work systems, as approved by the Chief Operating Officer, are implemented and complied with;
- In particular:
 - Ensure that an induction system is in place, implemented and audits are completed in accordance with AWC safety policies and procedures;
 - Ensure emergency procedures, including check in/out systems are in place, reviewed regularly and are posted in appropriate locations;
 - Ensure the installation and use of hazardous materials and equipment is consistent with regulatory requirements and accepted safety standards;
 - Ensure that you and all staff, contractors and/or volunteers have adequate training, (and/or licences and experience) before using plant, equipment, tools and/or vehicles, and that during use all AWC safety policies and procedures are complied with;
 - Ensure staff members have current first aid certificates; and ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.

10. Government, community and stakeholder engagement

Key activities and responsibilities:

- Assist in developing and maintaining a productive working relationship with all relevant stakeholders including:

- Staff, Directors and Members of the Wilinggin Aboriginal Corporation;
- Pastoral sub-lessee of CRAR, Mt House (Australian Capital Equity),
- Pastoral neighbours;
- WA Government agencies including DBCA, DFES, DPIRD and local government;
- Other parties interested in the AWC's activities. Work effectively with neighbours and other interested parties in the design and delivery of the conservation and infrastructure programs.

11. Promote the integration of science and operations as a Conservation Team

Key activities and responsibilities:

- Work in effective collaboration with Senior Ecologists to:
 - Develop and implement strategies/work plans for ecological health monitoring, biological inventory and research;
 - Integrate science outcomes in the design and delivery of land management activities;
 - Develop and implement strategies to address other threats to wildlife and ecosystems.

Note: these strategies are subject to approval by the Chief Operations and Science Officers and will be developed in conjunction with the North-west Regional Ecologist and Regional Operations Manager.

12. Assist in the implementation of an effective information and communications strategy

Key activities and responsibilities:

- Support and assist the design and execution of a Communications Strategy for the CRAR and Wilinggin Partnership Area (if requested);
- Oversee the recording and submission within AWC of information, including information relating to wildlife, ecosystems and management activities;
- As required, compile and submit information and images for use in relation to all communications products including Wildlife Matters, AWC website; and

Submit regular (~monthly) Stories from the Field in collaboration with Conservation Team, utilising photos and information about operational, conservation, partnership and community activities.

13. Assist in the implementation of AWCs Development programs

Key activities and responsibilities:

- As required, assist in the implementation of development (fundraising) programs and grants.
 - Assist in drafting, submission and management of applications for funding;
 - Prepare reports and assist with planning, co-ordination and implementation of events.

14. Undertake other tasks as required

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the effective conservation of the CRAR and Wilinggin Partnership Area programs;
- Undertake other specified tasks at within the North-west and/or at other AWC sanctuaries or partnership areas; and comply with all AWC policies and procedures.