

Position Profile

Designation:	Regional Administration Manager - Kimberley
Reporting to:	Regional Operations Manager - Kimberley
Supervises:	1-2 direct reports, seasonal staff, contractors and volunteers
Based at:	Broome, WA

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 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 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

Regional context:

In the Kimberley, AWC protects wildlife and their habitats across 7 properties and partnership areas, covering 4.3 million hectares; Mornington-Marion Downs and Charnley River - Artesian Range Wildlife Sanctuaries; in partnership with Yulmbu (Kija), Dambimangari and Wilinggin Traditional Owners, Ranger Groups and their representative Aboriginal Corporations and implements conservation management on Yampi Sound Training Area, in collaboration with Dambimangari people under contract with the Commonwealth Department of Defence.

During the dry season, Wilderness Camps operate at Mornington and Charnley River which showcase AWC's work both in Kimberley and AWC's other sanctuaries. The Kimberley region has a diverse team including a seasonal workforce. Following devastating flooding in 2023 from Ex cyclone Ellie both wilderness camps have been closed to the public and AWC Supporters. From 2026 a program to resume visitation at both sites progressively will be launched. The diverse team of operations and land management officers, ecologists, hospitality staff, researchers, and a range of volunteers work on a wide array of programs across the region. Day-to-day operations in the north-west are overseen by the Regional Ecologist and Regional Operations Manager who report to the Chief Science Officer, and the Chief Operations Officer, respectively.

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 Regional Administration Manager reports directly to the Regional Operations Manager, provides administrative and logistical support to the Regional team. The Regional Administration Officer is required to communicate with all Regional staff (operations and science) and other AWC work functions to fulfill the duties required of this role.

The role of Regional Administration Manager is primarily responsible for the efficient running of the administrative functions and processes, including the coordination of logistics, regional reporting and communication procedures for safety, asset management, fleet management and accommodation across the region. This role also manages the administration and onboarding of Volunteers engaged in the regional program. This role is a centralised point of contact for all regional field facing activities in the Kimberley region.

Other key positions:

The Regional Administration Manager reports to the Regional Operations Manager and works with a team of land managers and ecologists, as well as staff at Mornington and Charnley Wilderness Camps. Other personnel involved in the Kimberley Region programs include indigenous rangers, contractors, students, interns, volunteers and visitors.

- Administration Assistant – reports to the Regional Administration Manager and supports the delivery of administrative functions.
- Regional Fire Manager – the lead role for managing the regions fire program, and reports to the Regional Operations Manager.
- Regional Project Manager – is the lead role in delivering the Mornington Restoration Project and Kimberley Conservation Hub, and reports to the Regional Operations Manager

- Regional Ecologist - oversees a team of ecologists and researchers who implement AWC's conservation and science program.
- Operations Managers and Wildlife Ecologists – responsible for coordination and delivery of the key conservation land management and conservation science monitoring programs at AWC Sanctuaries and collaboration or partnership properties, reporting to the Regional Operations Manager and Regional Ecologist.
- Land Management Officers and Field Ecologists - responsible for conservation land management, asset maintenance, conservation science and monitoring, reporting to Operations Managers and Wildlife Ecologists.

Qualifications:

- Formal qualification in relevant disciplines (Business Administration, Project Management, Bookkeeping, Data Management) and/or demonstrated strong practical experience with a track record of delivering to a high standard/result.

Licenses and Certificates:

- Valid Manual driver's licence
- 4WD experience
- Police clearance certificate (or ability to gain one)
- Remote First Aid certificate (or ability to gain one)

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. Infrastructure and Asset Management:** demonstrated knowledge and experience delivering asset management including:
 - a. Reporting, tracking and maintaining accurate records of assets;
 - b. Scheduling routine maintenance and repairs of assets;
 - c. Supervising fleet management across a diverse range of staff;
- 5. 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.

6. Systems and Processes: demonstrated knowledge and experience in developing, implementing and rolling out systems and process as required to support delivery of AWC's conservation programs.

Inherent requirements of the role:

The execution of tasks associated with the position will involve work both in and outdoors. The Kimberley region can involve extremes of weather - hot and wet and/or dry with temperature ranging from 3 degrees overnight to 40+ degrees during the day. This position requires a high level of fitness as duties will include lifting and carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles over long distances. The successful applicant must be physically capable of performing these activities.

The role is part of a large and diverse regional team with work locations in some of the most remote and isolated parts of the Kimberley region. Travel to and working from these locations is an important part of contributing to the diverse and complex program and meeting the inherent requirements of the role.

Responsibilities:

<p>1. Communication and engagement - Act as the centralised point of contact for the Kimberley Region</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Establish, enhance and maintain productive relationships with regional and other AWC staff, contractors and external stakeholders. • Ensure that systems, processes and relevant communication is shared and accessible across the Region in an appropriate and timely way. • Maintain Malanet/Teams with relevant information that supports AWC staff in working effectively and promotes a unified regional team. • Have a regional overview of routine events and activities, along with any special initiatives in order to direct and advise co-ordinated activities. • Provide logistics assistance and coordination for regional staff with general day-to-day operations, as directed by the Regional Operations Manager. For example, may assist in the coordination of travel to and from the sanctuaries, organise supply runs, charter flights and support fire-fighting activities. • Undertake other tasks as requested by the Regional Operations Manager.
<p>2. Supporting Maintenance Co-ordination</p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> • Provide effective logistics and administrative support to the regional operations team in the maintenance of assets including built infrastructure, vehicles, plant and machinery, roads and fences. • Contribute to the annual maintenance schedule and ensure the execution of the schedule in a timely and effective manner

- Work with the regional operations team and other relevant stakeholders to schedule, resource, prioritise and complete planned and unplanned maintenance works
- Ensure all maintenance work is compliant with AWC minimum accommodation standards, HSE and other statutory requirements.
- Work with the national operations team to assist in sanctuary-based maintenance initiatives and administration (including Asset Panda, financial procedures) as required.
- Ensure that maintenance issues across AWC properties in the Kimberley are reported, recorded and actioned in a timely manner.
- Monitor expenditure and support the regional operations team in working to approved budgets and financial procedures, including working within AWC procurement policies.

3. Kimberley Region Visitor Management Program

- Support the Regional Operations Manager and Regional Project Manager with the development of planning and delivery schedules for restoration of the Mornington Wilderness Camp and Kimberley Conservation Hub.
- Active leadership in planning and supporting logistics for visitation and supporter events in the Kimberley Region.
- Active participation in the delivery of visitation and supporter events in the Kimberley Region.

4. Accommodation Management

Key activities and responsibilities:

- Develop and maintain a system for documentation and managing accommodation (Accommodation Agreements, inspections, booking capacity) across the Kimberley region.
- Assist in the documentation and ongoing maintenance of accommodation facilities, including but not limited to plumbing services, electrical services, sewerage services, water treatment, isolation valves, reticulation.
- Ensure all accommodation and facilities provided throughout the region complies with AWC minimum accommodation standards.
- Work with relevant stakeholders to allocate accommodation to AWC team members who are entitled to housing in the region.
- Respond to requests and schedule visitor accommodation throughout the region in a timely fashion to allow the delivery of key programs.
- Identify and report maintenance issues to the Regional Operations Manager and Operations Managers.
- Oversea an annual inspection of accommodation and facilities across the region and ensure all actionable items are included in scheduled workplans and/or maintenance schedules
- Participate in the budgetary and strategic planning processes to ensure adequate accommodation is available and included in future planning projects.
- Ensure negotiation and administration of appropriate insurances, lease agreements, services agreements and budget allocations exist for all accommodation assets, as per approved AWC procedures.

<p>5. Fleet Management</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Develop and maintain a system for recording and managing vehicle fleet use across the Kimberley region • Maintain and coordinate administration of vehicle checks and records as per Kimberley Region procedures • Coordinate and implement purchasing and sale of vehicles and other plant and equipment as required. • Assist in the documentation and ongoing maintenance of all documentation relating to fleet management: repairs and maintenance, custodianships, routine vehicle checks, purchase and sales etc. • Oversea an annual inspection of vehicle fleet across the region and ensure all actionable items are included in scheduled workplans and/or maintenance schedules • Participate in the budgetary and strategic planning processes to ensure an adequate fleet is available and included in future planning projects
<p>6. Management of Regional Volunteer Program</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Oversee the administration of the north-west volunteer program in consultation with the regional operations team supervising the volunteer activities. • Ensure all volunteers in the North-west are registered and inducted as per AWC policies • Support regional staff in recruiting and advertising for volunteer positions for a required program with respect to selection of appropriate volunteers, their expectations and induction in consultation with the National Operations - Volunteer coordinator • Work with National Operations Team – Volunteer coordinator to ensure North-west activities fit within AWC’s National Volunteer Strategy
<p>7. Logistics support for Regional Staff</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Administration of records and distribution of personal equipment for regional operations teams, including: <ul style="list-style-type: none"> ○ Working in consultation with national operations, HSE, and IT to ensure an accurate database of equipment assigned to staff including Spot Trackers, Handheld Radios and Satellite Phones is maintained. ○ Managing and coordinating the purchase and disposal of equipment. • Coordinate regional purchasing initiatives, including: <ul style="list-style-type: none"> ○ Sourcing suppliers, obtaining quotes and understanding budget constraints. ○ Advising and monitoring AWC Purchasing procedure in executing purchases. ○ Organising and co-ordinating supply logistics and cost-effectiveness. ○ Establishing Contracts with key suppliers and, where relevant, facilitate an Expression of Interest process. • Provide logistical support to regional staff and visitors, including:

<ul style="list-style-type: none"> ○ Maintaining an up-to-date record of regional movements of people and resources. ○ Co-ordinating or undertaking deliveries or pick-ups of items, as requested. ● Arranging accommodation and transport for AWC visiting staff. ● Management of Regional Fulcrum access, including ensuring membership status is relevant, maintaining membership currency and ensuring Finance has current records of licence holders. ● Support and advise function of internet and IT resources at Regional and Sanctuary level, including; <ul style="list-style-type: none"> ○ Co-ordinating and consulting with IT, internet providers and Ops Managers on Sanctuary maintenance visits, including establishing a schedule of issues for resolution and accompanying IT to site.
<p>8. Development of processes, systems, databases and reports</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Develop systems, using the appropriate tools, that create greater efficiencies across the region. This includes database, app development or the creation of functions in existing systems such as Fulcrum, Teams, Monday.com or Asset Panda. ● Championing procedural and system developments as well as maintaining subject-matter expertise on relevant new systems. ● Negotiating and liaison with internal stakeholders on process changes or development of new tools and systems and their interaction with National direction. ● Create and produce reports that assist the Regional Operations Manager and Regional Ecologist in strategic decision-making. ● Create and maintain fuel reporting for Operations managers and working with AWC Finance team towards reconcilable fuel reporting across the Region. ● Drive the establishment and maintenance of an inventory of all major assets and infrastructure across the region, including a maintenance schedule and systems to record the use and replacement of assets.
<p>9. Support of Financial Administration</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Reconcile credit card transactions monthly. ● Raise purchase orders in the AWC Finance system. ● Monitor the processing of supplier invoices. ● Recording and submitting staff salary deductions and other staff receivables to Accounts Receivable.
<p>7. Assist with budget preparation, monitoring and reporting</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Assist the Regional Operations Manager, Regional Ecologist and Operations Managers with:

- Data required for the preparation of annual budgets for the North- west sanctuaries.
- Maintaining knowledge of expenditure relevant to budgets across the Region and provide input to budget and drill-down report reviews along with supporting remedial action.

9. Support Field Staff in appropriate management of risks

Key activities and responsibilities:

- In accordance with the requirements of the Chief Operating Officer, or their delegate, support the creation of functional project risk assessments (PRA's) for the North-west region
- Support the development of Safety Management plans and safe work systems, as approved by the Chief Operating Officer, in collaboration with the Regional Operations Manager and Sanctuary Operations Manager
- In particular:
 - Support Operations Managers to ensure that an induction system is in place, implemented and audits are completed in accordance with AWC safety policies and procedures;
 - Support Operations Managers to ensure emergency procedures, including check in/out systems are in place, reviewed regularly and are posted in appropriate locations;
 - Support Operations Managers to ensure the installation and use of hazardous materials and equipment is consistent with regulatory requirements and accepted safety standards;
 - Support Operations Managers to 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;
 - Support Regional Manager to 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.