

Position Profile

Designation:	Assistant Sanctuary Manager – Pungalina-Seven Emu
Reporting to:	Sanctuary Manager or as delegated.
Supervising:	From time-to-time other staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Pungalina – Seven Emu Wildlife Sanctuary, Gulf of Carpentaria NT <i>A residence will be provided at Pungalina for the successful candidate with relocation assistance available!</i>

Join Australian Wildlife Conservancy (AWC): Protect Australia's Unique Wildlife!

About AWC:

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.

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

About the location and Role:

Pungalina-Seven Emu Wildlife Sanctuary protects 306,911 hectares of extraordinary conservation value, including 100km of the nationally significant Calvert River and 55 km of pristine Gulf of Carpentaria coastline. The sanctuary captures a remarkable ecological gradient that extends from the ocean and its adjacent lowland plains to the top of the rugged sandstone plateau that dominates the Gulf region.

Pungalina-Seven Emu is an important refuge for the declining wildlife of the Gulf of Carpentaria, protecting nearly 50 mammal species, over 200 bird species and over 100 reptiles. This species inventory does not include marine mammals or pelagic seabirds like boobies, most terns, and frigate birds that are likely to visit the shores of Seven Emu regularly.

Pungalina-Seven Emu represents a historic partnership between AWC and an Indigenous landholder, Frank Shadforth and his family. The Seven Emu component of the wildlife sanctuary is aboriginal pastoral land owned by Frank Shadforth and leased to AWC for 30 years. Seven Emu was the first parcel of Indigenous pastoral land to be leased by a private conservation group, establishing an important new model for conservation on Indigenous land.

Reporting to the Sanctuary Manager, Pungalina-Seven Emu, the Assistant Sanctuary Manager, will work with the Sanctuary Manager and AWC's science staff for the implementation and delivery of conservation programs, they will be a practical person with a passion for saving Australia's wildlife and landscape and require knowledge of and demonstrate experience in managing and delivering land management programs for conservation including fire management, weed and feral animal control. You will need to be organised and have experience in using and maintaining a wide array of plant, equipment, tools and bush firefighting. The position may, from time to time, oversee a small team of staff and volunteers to deliver the works program.

Critical Competencies:

1. **Getting things done:** you will require sound planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
2. **People management skills:** required for managing staff, including leading and managing and coordinating remote teams of Operational Staff, Volunteers, and Contractors.
3. **Working with people:** sound communication and interpersonal skills including establishing and maintaining relationships with a diverse range of stakeholders.
4. Practical land management and asset management or comparable skills/experience, you need to demonstrate knowledge and practical experience delivering land management programs including fire management, weed and feral animal control programs or comparable experience that is readily transferable. Demonstrated practical skills in managing assets and infrastructure is required including:

- a. The implementation of infrastructure projects such as fencing, road maintenance and building.
 - b. The management and use of a wide range of plant and equipment (graders, tractors, generators, pumps and power tools, including chainsaws, welders, etc.)
 - c. A broad knowledge of all trades (building, mechanical, fencing, plumbing, welding & electrical) is desirable, including the ability to carry out routine tasks and maintenance.
 - d. Bushfire control training and experience.
 - e. 4WD experience in relevant off-road conditions is essential.
5. Cultural awareness, knowledge and interest in Australian Indigenous culture and willingness to work in a cross-cultural workplace.
 6. Financial management, demonstrated ability to deliver projects cost-effectively and be able to code and track expenditure, operating within the budget.
 7. Paperwork/compliance, demonstrated ability to maintain records and implement permit/authorisation processes.
 8. Resourcefulness, the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
 9. Living in the bush, Previous experience of working and living in a rural area, preferably remote.
 10. Information technology, an ability in using standard business software packages (including Word, email, Excel) is essential.
 11. A passion for conservation, Understanding and interest in Australian ecology and conservation issues.
 12. Willingness to travel.

Qualifications:

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.

Licences & Certificates:

1. *A valid manual driver's licence, with 4WD experience in difficult conditions, is essential.*
2. Experience operating agricultural machinery such as trucks and tractors.
3. Bushfire control training and experience.
4. Senior first aid certificate (remote certification – highly desirable).
5. Police clearance certificate.
6. NT firearms experience / current licence (desirable).

Inherent requirements of the role:

The execution of tasks associated with this position involves fieldwork in a very remote location and, at times, away from an established field base. The working environment will include working outdoors and often in the extremes of weather – hot, wet, and/or dry, especially when conducting fire operations. The position can be physically demanding, requiring 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, at this location in order to carry out the inherent role responsibilities. Pungalina-Seven Emu is very isolated and can be cut off during the wet season for extended periods and as such, the managers must be capable of spending periods in isolation, with the ability to manage the associated logistics of food and supplies.

Responsibilities:

1. Establish and/or review sanctuary plans and processes
Key activities and responsibilities: <ul style="list-style-type: none">• Verify inventory and assessment of Pungalina-Seven Emu sanctuary assets and infrastructure.• Assist the Sanctuary Manager with the review and suggest investments in assets and infrastructure.• Review financial and operational processes with AWC approved policies and procedures, including the approved Operational plan and budget for Pungalina-Seven Emu.• Establish relationships with neighbours, suppliers and other local stakeholders.
2. Develop Operational plans and budgets for Pungalina-Seven Emu
Key activities and responsibilities: <ul style="list-style-type: none">• Assist the Sanctuary Manager with the preparation of the Operational plan for Pungalina-Seven Emu, working closely with the Regional Operations Manager and Regional Ecologist, in accordance with timeframes requested by the Regional Operations Manager.• Assist the Sanctuary Manager with preparing the draft budget for Pungalina-Seven Emu, working closely with the Regional Operations Manager and Regional Ecologist in accordance with the timeframes requested by the Regional Operations Manager.• The Operational plan and budget must address key issues including:<ul style="list-style-type: none">○ General sanctuary management, including asset and infrastructure management;○ Fire management;○ Feral animal control;○ Cattle management; and○ Weed control.
3. Financial management and reporting
Key activities and responsibilities: <ul style="list-style-type: none">• Assist the Sanctuary Manager with the development and submission of annual operating budgets, for approval, that address the operations plan.• Ensure that all operational expenditure is in accordance with:<ul style="list-style-type: none">○ The approved budget; 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, including monthly reports detailing any expenditure from the Imprest account or 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.• When necessary, develop project plans for projects, and complete relevant progress reports

<p>4. Implement the approved Operation plan</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist the Sanctuary Manager in implementing the actions set out in the approved Operation plan, noting the priority areas of weed control, feral animal control, fire management and asset/infrastructure management. • Assist the Sanctuary Manager with the preparation of quarterly reports detailing progress in implementing the plan, in accordance with the approved format/procedure. • Provide additional progress reports, as requested. • Seek approval for any variation from the Operation plan, if approved, oversee or implement the amended plan. • Submit weekly reports via the intranet or other platforms.
<p>5. Develop and implement strategies addressing significant threats to wildlife and ecosystems</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • If required, assist the Sanctuary Manager with the development and implementation of strategies and work plans to address key threats to the wildlife and ecosystems at Pungalina Seven-Emu. <ul style="list-style-type: none"> ○ <i>Note: these strategies are subject to approval by the Chief Operations Officer and Chief Science Officer, and should be developed in conjunction with the Regional Ecologist.</i> • If required, assist the Sanctuary Manager, in accordance with the approved Operational plan, in implementing key land management and conservation programs including: <ul style="list-style-type: none"> ○ The fire management regime; ○ The eradication and control of feral animals such as pigs, cats and horses; and ○ Control, and where possible, eradication of key weed species.
<p>6. Assist in the implementation of research and monitoring programs</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As requested, support the North East science team in the development and implementation of strategies and work plans relating to research, inventory and monitoring programs at Pungalina-Seven Emu. <ul style="list-style-type: none"> ○ <i>For example: when possible, participate in and provide support for, scientific staff in relation to conducting baseline biodiversity surveys and the establishment of monitoring sites at Pungalina-Seven Emu.</i> • Ensure plant, equipment, accommodation, and access tracks are maintained for the support of the science program.
<p>7. Develop and maintain sanctuary assets and infrastructure</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist the Sanctuary Manager in maintaining the inventory of all assets and infrastructure, including asset lists for the purpose of insurance per the approved AWC procedure. • Keep up-to-date, a maintenance schedule of all assets and infrastructure including: <ul style="list-style-type: none"> ○ Buildings including associated services such as waste management; ○ Roads, airstrip, walk trails, fire-breaks etc;

<ul style="list-style-type: none"> ○ Fence construction & maintenance; and ○ Ground maintenance. ● Ensure systems are in place to record all maintenance activity and to record the use and replacement of assets, including fuel, equipment and maintenance supplies.
<p>8. Risk Management and Health & Safety</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● In accordance with the requirements set by the Regional Operations Manager, assist the Sanctuary Manager in undertaking a risk assessment and preparing a risk management plan for operations at Pungalina-Seven Emu. The risk assessment and management plan must aim to protect the health and safety of all staff, including you, contractors, volunteers (including students, researchers) and visitors to Pungalina-Seven Emu. ● 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 you and anyone under your supervision using plant, equipment, tools and/or vehicles are adequately trained and hold the appropriate licences before allowing their use. ○ Ensure emergency procedures are developed and posted in appropriate locations. ○ Obtain and up-date relevant first aid training and certification. ○ Ensure incident reports (including near miss reporting) are completed as appropriate in a prompt manner and as per AWC policies and procedures. ● Maintain a working knowledge of AWC's OH&S policies and procedures, including knowing their location on the intranet and how to access them, and regularly reviewing any updates.
<p>9. Management of staff & contractors</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● As required, co-ordinate, engage and supervise: <ul style="list-style-type: none"> ○ Other staff, including casuals; ○ Contractors; and/or ○ Volunteers including students. ● Ensure all relevant AWC policies are complied with in relation to the engagement of staff and contractors, including human resources (liaising with the HR Manager) and occupational health and safety.
<p>10. Assist in the implementation of fundraising programs</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● As required, assist in the implementation of fundraising programs including, for example, drafting grant applications, and assisting in the organisation and delivery of donor visits.
<p>11. Volunteers & Visitors</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Ensure that the volunteer program at Pungalina-Seven Emu is integrated within AWC's national volunteer program. This includes:

<ul style="list-style-type: none"> ○ All volunteers complete appropriate paperwork (i.e. application form, Volunteer Agreement, personal details form etc) via the National Administration & Operations Support Officer; ○ The selection of appropriate people as volunteers; ○ Volunteers are given relevant information before travelling to Pungalina-Seven Emu (e.g. on conditions, the tasks they will be asked to perform etc); and ○ Volunteers are managed adequately while at Pungalina-Seven Emu. ● Oversee the implementation of the approved visitor strategy, as amended from time-to-time. <ul style="list-style-type: none"> ○ This may include visitor management for tours and other groups. ○ The manager will be expected to host visiting groups (supporters, visiting staff, prospective supporters etc), predominately during the dry season, and at other times as required. ● Develop, maintain and improve visitor facilities at Pungalina-Seven Emu.
<p>12. Information and communication</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Establish and maintain effective relationships with: <ul style="list-style-type: none"> ○ Commercial tour operators, Visitors; ○ Neighbouring 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. ● Liaise with the general public including handling general inquiries and correspondence. Ensure all media-related enquiries are directed to AWC's Communications Manager.
<p>13. Undertake other tasks, as required</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Conduct other day-to-day management tasks, as required, to ensure the effective management of Pungalina-Seven Emu and the conservation of its wildlife and ecosystems. ● Undertake these, and other specified tasks, at other AWC sanctuaries, as required. ● Comply with AWC policies and procedures.

Position Profile

Designation:	Sanctuary Manager – Pungalina-Seven Emu
Reporting to:	Regional Operations Manager North East or as delegated.
Supervising:	Day to day supervision of Assistant Sanctuary Manager; and from time-to-time other staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Pungalina – Seven Emu Wildlife Sanctuary, Gulf of Carpentaria NT <i>A residence will be provided at Pungalina for the successful candidate with relocation assistance available!</i>

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Pungalina-Seven Emu represents a historic partnership between AWC and an Indigenous landholder, Frank Shadforth and his family. The Seven Emu component of the wildlife sanctuary is aboriginal pastoral land owned by Frank Shadforth and leased to AWC for 30 years. Seven Emu was the first parcel of Indigenous pastoral land to be leased by a private conservation group, establishing an important new model for conservation on Indigenous land.

Reporting to the Regional Operations Manager North East, the Pungalina-Seven Emu Sanctuary Manager will work closely with AWC's science staff to lead the implementation and delivery of conservation programs, be a very practical person with a passion for saving Australia's wildlife and landscape and will require significant knowledge of and demonstrate experience in managing and delivering land management programs for conservation including fire management, weed and feral animal control. You will need to be well-organised and have experience in project management, the use and maintenance of a wide array of plant, equipment and tools and bush firefighting. The position may also manage a small team of staff and volunteers to deliver the works program.

Critical Competencies:

1. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks efficiently.
2. Excellent interpersonal, communication and relationship-building skills, including developing and maintaining relationships with a diverse range of stakeholders.
3. Cultural awareness, knowledge and interest in Australian Indigenous culture and willingness to work in a cross-cultural workplace.
4. Demonstrated knowledge and practical implementation of land management programs suited to promoting conservation of wildlife and ecosystems, including fire management, cattle management, weed and feral animal control programs.

5. Demonstrated practical skills in relation to the repair and maintenance of assets and infrastructure, including:
 - a. Infrastructure projects such as fencing and building.
 - b. Implementing and continuing an asset and infrastructure maintenance program (buildings, fencing, roads, etc.).
 - c. The ability to use a wide range of plant and equipment and carry out routine mechanical repairs to:
 - i. Grader, front-end loaders, dump truck, etc
 - ii. 4WD's, Side by Side vehicles, small vessels etc.
 - iii. Generators, pumps etc.
 - iv. Power tools including chainsaw, welder etc.
 - v. Firearms
 - vi. Fire-fighting and weed spray equipment
6. Demonstrated ability to manage financial resources including:
 - a. Develop annual operating budgets for approval
 - b. Coding and tracking expenditure and operating within a budget; and
 - c. Preparing written financial and operational plans and reports.
7. The ability to improvise and 'problem-solve', developing practical solutions with limited resources.
8. Previous experience working and living in a rural area, preferably remote area.
9. Sound ability in using standard business software packages (including Word, Outlook, and Excel etc) is essential.
10. 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.

Licences & Certificates:

1. *A valid manual driver's licence, with 4WD experience in difficult conditions, is essential.*
2. Experience operating agricultural machinery such as trucks and tractors.
3. Bushfire control training and experience.
4. Senior first aid certificate (remote certification – highly desirable).
5. Police clearance certificate.
6. NT firearms experience / current license.

Inherent requirements of the role:

The execution of tasks associated with the position involves extensive fieldwork, in a very remote location, and at times away from an established field base, and often working alone. The working environment is predominantly outdoors and often in the extremes of weather – hot, wet, and/or dry- especially when conducting fire operations. The position is physically demanding, requiring heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving various vehicles. The successful applicant must be physically capable of performing these activities at

this location in order to carry out the inherent role responsibilities. Pungalina-Seven Emu is very isolated and can be cut off during the wet season for extended periods and as such, the managers must be capable of spending periods in isolation, with the ability to manage the associated logistics of food and supplies.

Responsibilities:

<p>1. Establish and/or review sanctuary plans and processes</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Verify inventory and assessment of Pungalina-Seven Emu sanctuary assets and infrastructure. • Review suggested investments in assets and infrastructure. • Review financial and operational processes with AWC-approved policies and procedures, including the approved Operational plan and budget for Pungalina-Seven Emu. • Maintain establish relationships with neighbours, suppliers and other local stakeholders.
<p>2. Develop Operational plans and budgets for Pungalina-Seven Emu</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Prepare the Annual Operation plan for Pungalina-Seven Emu, working closely with the Regional Operations Manager and Regional Ecologist, in accordance with timeframes requested by the Regional Operations Manager. • Prepare the draft budget for Pungalina-Seven Emu, working closely with the Regional Operations Manager and Regional Ecologist, in accordance with timeframes requested by the Regional Operations Manager. • The Operational plan and budget must address key issues, including: <ul style="list-style-type: none"> ○ General sanctuary management, including asset and infrastructure management. ○ Fire management. ○ Feral animal control. ○ Cattle management; and ○ Weed control.
<p>3. Financial management and reporting</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Develop and submit for approval annual operating budgets that address the operations plan. • Ensure that all operational expenditure are in accordance with: <ul style="list-style-type: none"> ○ The approved budget; 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, including monthly reports detailing any expenditure from the Imprest account or credit card. • Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.

<ul style="list-style-type: none"> • Ensure that the collection, recording and banking of all revenue is in accordance with AWC policies and procedures. • When necessary, develop project plans for projects, and complete relevant progress reports
<p>4. Implement the approved Operation plan</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Implement the actions set out in the approved Operation plan, noting the priority areas of weed control, feral animal control, fire management, cattle management and asset/infrastructure management. • Provide a quarterly report detailing progress in implementing the plan, in accordance with the approved format/procedure. • Provide additional progress reports, as requested. • Seek approval for any variation from the operational plan, if approved, oversee or implement the amended plan. • Submit weekly reports via the intranet or other platforms.
<p>5. Develop and implement strategies addressing significant threats to wildlife and ecosystems</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Develop and implement strategies and work plans to address key threats to the wildlife and ecosystems at Pungalina Seven-Emu. <ul style="list-style-type: none"> ○ <i>Note: these strategies are subject to approval by the Chief Operations Officer, and Chief Science, and should be developed in conjunction with the Regional Ecologist.</i> • In accordance with the approved Operational plan, implement key land management and conservation programs including: <ul style="list-style-type: none"> ○ The fire management regime; ○ The eradication and control of feral animals such as pigs, cats and horses; and ○ Control, and where possible, eradication of key weed species.
<p>6. Assist in the implementation of research and monitoring programs</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As requested, support the North East science team in developing and implementing strategies and work plans relating to research, inventory and monitoring programs at Pungalina-Seven Emu. <ul style="list-style-type: none"> ○ For example: when possible, participate in and provide support for, scientific staff in relation to conducting baseline biodiversity surveys and the establishment of monitoring sites at Pungalina-Seven Emu. • Ensure plant, equipment, accommodation, and access tracks are maintained for the support of the science program.
<p>7. Develop and maintain sanctuary assets and infrastructure</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure the inventory of all assets and infrastructure is maintained, including asset lists for the purpose of insurance per the approved AWC procedure.

- Establish and keep up-to-date, a maintenance schedule of all assets and infrastructure including:
 - Buildings including associated services such as waste management;
 - Roads, airstrip, walk trails, fire-breaks etc;
 - Fence construction & maintenance; and
 - Grounds maintenance.
- Ensure that maintenance, servicing, improvements and repairs of all infrastructure and assets (including plant, equipment and vehicles), is carried out in accordance with the approved maintenance schedule including:
 - Servicing and ongoing maintenance of vehicles and sanctuary equipment and tools, including repairs to pumps, generators and another small plant.
 - This will require competent use of agricultural machinery such as graders, tractors, ride-on mowers, side by sides, and power and hand tools.
- Ensure systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.

8. Risk Management and Health & Safety

Key activities and responsibilities:

- In accordance with the requirements set by the Regional Operations Manager, undertake a risk assessment and prepare a risk management plan for operations at Pungalina-Seven Emu. The risk assessment and management plan must aim to protect the health and safety of all staff, including you, contractors, volunteers (including students, researchers) and visitors to Pungalina-Seven Emu.
- Implement and comply with the provisions of the approved risk management plan. In particular:
 - Ensure the installation and use of hazardous materials and equipment is consistent with accepted safety standards.
 - Ensure that you and anyone under your supervision using plant, equipment, tools and/or vehicles are adequately trained and hold the appropriate licences before allowing their use.
 - Ensure emergency procedures are developed and posted in appropriate locations.
 - Obtain and up-date relevant first aid training and certification.
 - Ensure incident reports (including near miss reporting) are completed as appropriate in a prompt manner and as per AWC policies and procedures.
- Maintain a working knowledge of AWC's OH&S policies and procedures, including knowing their location on the intranet and how to access them, and regularly reviewing any updates.

9. Management of staff & contractors

Key activities and responsibilities:

- As required, co-ordinate, engage and supervise:
 - Other staff, including casuals;
 - Contractors; and/or
 - Volunteers, including students.
- Ensure all relevant AWC policies are complied with in relation to the engagement of staff and contractors, including human resources (liaising with the HR Manager) and occupational health and safety.

10. Assist in the implementation of fundraising programs
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, assist in implementing fundraising programs including, for example, drafting grant applications, and assisting in the organisation and delivery of donor visits.
11. Volunteers & Visitors
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure that the volunteer program at Pungalina-Seven Emu is integrated within AWC's national volunteer program. This includes: <ul style="list-style-type: none"> ○ All volunteers complete appropriate paperwork (i.e. application form, Volunteer Agreement, personal details form etc) via the National Administration & Operations Support Officer; ○ The selection of appropriate people as volunteers; ○ Volunteers are given relevant information before travelling to Pungalina-Seven Emu (e.g. on conditions, the tasks they will be asked to perform etc); and ○ Volunteers are managed adequately while at Pungalina-Seven Emu. • Oversee the implementation of the approved visitor strategy, as amended from time-to-time. <ul style="list-style-type: none"> ○ This includes the development and delivery of visitor experience programs for commercial tours and other groups. ○ The manager will be expected to host visiting groups (supporters, visiting staff, prospective supporters etc), predominately during the dry season, and at other times as required. • Develop, maintain and improve visitor facilities at Pungalina-Seven Emu.
12. Information and communication
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Establish and maintain effective relationships with: <ul style="list-style-type: none"> ○ Commercial operators & Visitors; ○ Neighbouring 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. • Liaise with the general public including handling general inquiries and correspondence. Ensure all media-related enquiries are directed to AWC's Communications Manager.
13. Undertake other tasks, as required
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Conduct other day-to-day management tasks, as required, to ensure the effective management of Pungalina-Seven Emu and the conservation of its wildlife and ecosystems. • Undertake these, and other specified tasks, at other AWC sanctuaries, as required.

- Comply with AWC policies and procedures.