

Position Profile

Designation:	Sanctuary Manager – Mount Gibson
Reporting to:	Regional Operations Manager South West
Supervises:	Land Management Officers, and periodically, a range of contractors, volunteers and casual staff.
Based:	Mt Gibson Wildlife Sanctuary, via Wubin WA <i>On-site accommodation provided to successful candidate.</i>

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 30 sanctuaries in which we own or manage in partnership, covering a total of more than 12.9 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission- to deliver effective conservation for all native animal species and their habitats- is achieved by:

- **Operations-** delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** – delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** – mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

4 of the 30 sanctuaries – Karakamia, Paruna, Faure Island and Mount Gibson – occur in southwestern Australia, an internationally recognised "biodiversity hotspot". These sanctuaries are home to an internationally significant mammal reintroduction project involving species such as Woylies (Brush tailed Bettongs), Black-flanked Rock-wallabies and Western Barred Bandicoots.

In 2013 AWC launched the Mount Gibson Endangered Wildlife Restoration Project, which involved establishing a 7,800 ha feral predator-free area at Mt Gibson. This is the largest fox and cat-free area on mainland WA. Since September 2015 eight endangered mammal species have been reintroduced to the feral predator free area with the plan over coming years for an additional 2 species reintroductions.

The southwest region currently has 14 permanent staff, 5 – 8 casual staff (guides), interns, and a range of research students and volunteers. Mt Gibson currently has 7 permanent staff, 1 casual staff, interns and a range of research students and volunteers. Day-to-day operations are overseen by the individual Sanctuary Managers and science programs by the Regional Ecologist (SW) [SW RE]. The 2 staff stream (operations and science) work

together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

The Mount Gibson operations team currently has 2 staff members and is supported by the southwest operations team based at Karakamia, and utilises a range of contractors, casual staff and volunteers. Science staff will manage all science-based activities at Mount Gibson, including animal translocations. The Mount Gibson Sanctuary Manager currently reports to the Regional Operations Manager South West. The two staff streams of Operations and Science work together in a tight integrated manner to design, implement and measure the effectiveness of land management strategies as part of the national AWC approach to conservation.

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.

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.

Other key positions

- Mt Gibson Senior Field Ecologists, who supervise three Field Ecologists and ecology intern based at Mt Gibson
- Mt Gibson Land Management Officers x 2, based at Mt Gibson
- SW Regional Ecologist
- Administration & Operations Support Officer (SW), based at Karakamia
- The position also works closely with AWC's Development and Communications team, particularly in the planning and delivery of Supporter Events and other promotional activities.

Primary responsibilities

The primary responsibilities are to:

- Develop and implement operational plans and budgets for Mount Gibson.
- Oversee the successful delivery of the operational components of the Endangered Wildlife Restoration Project, maintenance of the feral enclosure, and associated infrastructure; ongoing monitoring within the feral predator free area and supporting the science staff with animal translocation activities.
- Oversee and undertake the implementation of priority land management programs at Mount Gibson, in accordance with strategies approved by the SW science team. In many cases these programs will include a collaborative approach with neighbours in order to develop regional land management programs. These programs include:
 - Feral animal control
 - Weed control
 - Fire management
 - Visitor management
- Oversee and undertake OH&S requirements and infrastructure asset repairs and maintenance.
- Supervise operational staff, casual staff, contractors, visitors and volunteers.

- Ensure tight integration between AWC's Operations and Science teams.

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

Critical Competencies:

1. Demonstrated practical skills in relation to the management of assets and infrastructure including:
 - a) Overseeing and implementation of infrastructure projects such as fencing and building.
 - b) Overseeing and implementation of an asset maintenance program.
 - c) Ability to use a wide range of plant (e.g. tractor, 4WD's, generators, chainsaws etc.) and equipment, including performing routine repairs, including mechanical, and maintenance.
2. Demonstrated knowledge and hands-on practical implementation of land management programs for conservation outcomes including fire management, weed and feral animal control programs.
3. Self-starter capable of working alone or equally able to lead and work as part of a team with demonstrated supervisory experience.
4. Exceptional planning and organisational skills, including a demonstrated ability to co-ordinate, prioritise and execute a large number of tasks in an efficient manner.
5. Excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
6. An ability to manage financial and human resources, at the level relevant to this position 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.
 - c) Developing staff rosters and managing operational task requirements.
7. Advanced competence in using standard business software packages including Word, Excel, Microsoft Office and 365, is essential. Ability to use GIS programs such as ArcMap beneficial.
8. Previous experience of, and ability to, work and live in remote areas and a willingness to spend extended periods in the field.
9. The ability to improvise and 'problem-solve', developing practical solutions with limited resources.
10. Experience and interest in nature conservation.

Experience/Qualifications:

1. Relevant trade/ TAFE qualification (desirable).
2. Practical experience in delivering 'on-ground' results is more important than formal qualifications.

Licenses & Certificates:

1. A *valid* manual driver’s licence with 4WD experience in arid/difficult conditions is essential.
2. Chainsaw basic use certificate of training and experience (desirable).
3. Experience operating agricultural machinery such as trucks and tractors and relevant licenses (desirable).
4. Bushfire control training and experience (desirable).
5. Firearms experience and licence (desirable).
6. First aid certificate (desirable).
7. Police clearance certificate and working with children certificate (WA) or the ability to obtain is essential.

Inherent requirements of the role:

The execution of tasks associated with the position involves extensive fieldwork in a rural and semi-remote location, and can occasionally be away from an established field base. The working environment is predominantly outdoors and often in the extremes of weather – hot/cold and wet or dry, especially when conducting fire and pastoral operations. The position is physically demanding, requiring heavy muscular activity including lifting and carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically and mentally capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities:

1. Develop the Mount Gibson operational plan and budget
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Prepare an annual draft operational plan for Mount Gibson, in accordance with strategies approved by the Regional Ecologist (SW) and timeframes requested by the National Operations Manager. • Prepare an annual draft budget for Mount Gibson, in accordance with timeframes requested by the Regional Operations Manager. • Operational plans and budgets must address key issues including: <ul style="list-style-type: none"> • General sanctuary management including asset and infrastructure management and maintenance (including the critically important predator-proof fence); • Fire management; • Feral animal control; • Weed control; and • Visitor management.
2. Implement the approved Mount Gibson operational plan
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Implement the actions set out in the approved operational plan noting the priority areas of fire management, weed control, feral animal control, visitor management and asset and infrastructure management and maintenance (<i>see section 6 below</i>).
3. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors

Key activities and responsibilities:

- In accordance with the requirements of the Regional Operations Manager South West and HSE Advisor, undertake a risk assessment and prepare risk management plan for activities at Mount Gibson. The risk assessment and management plan must aim to protect the health and safety of staff, contractors, volunteers, students and visitors.
- Implement and comply with the provisions of the approved risk management plan and AWC OH&S policies and procedures, including Safe Work Practices for AWC Ecologists (where relevant to operational activities).
- Ensure that all relevant safety management system documentation, and procedures are in place. Conduct tests and familiarization session with Sanctuary Staff.
- In particular:
 - Ensure the installation and use of hazardous materials and equipment is consistent with accepted safety standards.
 - Ensure that you, and any other staff, students, volunteers or contractors (for which you have supervisory or management responsibility) have adequate training before they use plant, equipment, tools and/or vehicles and that a safety induction is undertaken.
 - Ensure emergency procedures, including check in and check out systems, are developed, posted in appropriate locations and implemented.
 - Ensure staff members based at Mount Gibson have up-to-date First Aid qualifications.
 - Ensure regular safety checks are carried out for first aid kits, fire extinguishers, smoke alarms and electrical tag and testing.
 - Ensure that an induction system is in place
 - Ensure that Project Risk Assessments are completed for discrete projects
 - Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.
 - Where an incident has been recorded, in conjunction with the National Operations Manager and HSE Advisor, investigate the causes of the incident and what measures can be implemented to prevent a reoccurrence.

4. Manage the operational activities associated with the Endangered Wildlife Restoration Project

Key activities and responsibilities:

- Manage staff, volunteers and contractors by providing direction and by undertaking, repairs, maintenance and monitoring activities to ensure successful delivery of the Endangered Wildlife Restoration Project.
 - Ensure the feral predator free area fence quality control is maintained and monitored for incursions as per operational plan;
 - Support the science team with associated translocations programs to Mount Gibson.
 - Implement the approved fire management strategy.
- The on-going maintenance of the predator-proof fence is the priority focus for this role.
- Undertake regular (no less than three weekly) checks to ensure:
 - Integrity of the fence;
 - Any on-going maintenance needs including (but not limited to):
 - Removal of weeds;
 - Maintenance of fire breaks;

- Repair damage from animal impact, including burrowing animals (both from within and outside the fence).

- Assist with animal husbandry activities in relation to translocated animals.

5. Develop and maintain sanctuary assets and infrastructure

Key activities and responsibilities:

- Ensure the maintenance of an inventory of all assets (including fuel) and infrastructure.
- Ensure appropriate insurance cover is in place for all assets, as per approved AWC procedures.
- Establish, and keep up-to-date, a maintenance schedule for all assets and infrastructure.
- In accordance with the approved maintenance schedule, and as required, ensure the maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles).
- 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.
- Oversee and, once approved, deliver improvements to infrastructure.
- Undertake maintenance, repair and development of:
 - All buildings on the sanctuary, including staff accommodation (see point below in relation to property inspections);
 - Supporter accommodation, including cleaning and event preparation;
 - All support services including power, water, heating/cooling etc;
 - Road and track maintenance (fire breaks noted in section 8 below);
 - Airstrip maintenance;
 - Vehicle (including ATV, agricultural machinery etc) maintenance;
 - All generators, solar systems (i.e. including those on staff accommodation);
 - Workshop and workshop plant and equipment;
 - Infrastructure development projects;
- Undertake a property inspection of staff accommodation prior to new staff moving into premises and/or prior to staff moving out of premises. Ensure:
 - The HR Manager is advised of any issues per the Accommodation policy, prior to staff employment ending and their vacating the premises.
 - That the accommodation is in good repair and full working order. This includes all associated amenities such as water tanks, heating/cooling, plumbing, gas etc.
 - That the accommodation is left in a clean and sanitary condition. This includes surrounding outdoor areas.
 - No pest damage – including having carpets professionally treated if animals have been kept in the premises, if directed by AWC. Pest damage also includes by native and feral animals.

6. Implement the approved land management strategies at Mount Gibson; including operational elements of the Endangered Wildlife Restoration Project (per point 3)

Key activities and responsibilities:

- In accordance with the approved operational (sanctuary) plan and land management strategies, oversee and implement key land management programs including:
 - Feral animal control

- Maintenance of predator-proof fencing and other infrastructure associated with the restoration project; and
- Monitoring of feral predator free area regularly for incursions and eradication and control of any feral animals within the fenced area;
- Implement feral animal control and monitoring across the sanctuary as per the Mt Gibson operational plan
- Write, implement and report on Annual Feral Animal Control Strategy
- Weed control and monitoring
 - Implement weed control and monitoring across the sanctuary as per the Mt Gibson operational plan
 - Write, implement and report on Annual Weed Control Strategy
- Fire management & control
 - Protection of infrastructure, animals and habitat from wildfire.
 - Fire breaks
 - Management of fuel loads (i.e. slashing, burning etc)
 - Write, implement and report on Annual Burn Plan including mapping of burns.
- Assist science team with routine animal husbandry activities.
- Other land management duties

7. Implement the Visitor Management Program

In consultation with the Regional Operations Manager South West, implement the Mt Gibson visitor management program including;

- Maintain the camp ground, ensuring facilities and equipment is serviceable and maintained for the visitor season (currently April – October each year)
- Ensure information relating to Mt Gibson is up to date and relevant, and is in accordance with the requirements of the Communications Manager (that is – consistent branding and messages)
- Ensure a site booking system is implemented, and that a cash management system is in place that is in accordance with the requirements of the Finance Manager
- Ensure that tour notes and other relevant documentation is updated each season

8. Report on the Mount Gibson operational plan and budget

Key activities and responsibilities:

- Work with the Regional Ecologist (SW) to develop (and report against) the Mount Gibson operations plan and budget, including activity reporting, financial reporting etc.
- Provide a quarterly report detailing progress in implementing the operations plan, in accordance with the approved format/procedure.
- Provide weekly reports and additional progress reports, as requested.
- Seek approval for any variation from the operational plan, and if approved, implement the plan.

9. Financial management and reporting

Key activities and responsibilities:

- Ensure that all expenditure is in accordance with:
 - The approved budget; or

- For expenditure not identified in the budget, a relevant approval in accordance with AWC financial procedures.
- 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 accounts and credit cards.
- 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.

10. Management of staff, contractors and volunteers

Key activities and responsibilities:

- As required, co-ordinate, engage and supervise:
 - Other staff;
 - Contractors; and/or
 - Volunteers
 - Visitors
- Ensure all relevant AWC policies are complied with in relation to the engagement of each of these parties (*see sections 3 & 11 below in relation to Volunteers & Risk Management*).

11. Mount Gibson volunteer program

Key activities and responsibilities:

- The volunteer program at Mt Gibson is coordinated by the National Operations Support Officer [NOSO].
- Support the NOSO in ensuring:
 - Advertising appropriate volunteering activities at Mount Gibson;
 - Selection of appropriate people as volunteers;
 - Manage and supervise volunteers when at Mount Gibson. This may require ensuring science volunteers are appropriately supervised by their Science Team Leader/Supervisor; and/or you directly inducting and supervising operational volunteers;
 - Liaise with the NOSO to ensure all relevant administration of volunteers, including development of agreements, and appropriate liaison with other AWC staff (e.g. Head Office HR etc). providing volunteers with all necessary information before they travel to sanctuary (location, activities to be undertaken and required level of fitness etc) is in place prior to volunteer work commencing; and
 - Ensure supervisory staff members (including you) with volunteers and/or students at Mount Gibson undertake all necessary and approved induction and training with volunteers and interns prior to commencing any activities. This will include all health and safety issues (*see section 3*).

12. Assist in AWC’s communication, education, and fundraising programs.

Key activities and responsibilities:

- Ensure provision of information relating to wildlife, ecosystems and management programs, as required by the Regional Operations Manager South West, for use in the AWC communication strategy.
- Establish and maintain effective relationships with:

- Visitors;
- Neighbouring landholders and the local community;
- Relevant government agencies, including local government and emergency services; and
- Other stakeholders such as mining companies and indigenous rangers.
- Assist with the planning, co-ordination and implementation of supporter events and other sanctuary events, as required (this may include presenting information, and hosting supporters)
- Provide information and material for AWC's communication, education and fundraising activities: e.g. for the newsletters, website, media etc.

13. Other tasks

Key activities and responsibilities:

- On request, undertake and support other specified tasks at other AWC sanctuaries.
- Champion the AWC Values.
- Comply with all AWC policies and procedures.