

Position Profile

Designation:	Sanctuary Manager – Newhaven
Reporting to:	Regional Operations Manager – Central
Ultimately reporting to:	Chief Operations Officer
Supervises:	Senior Land Management Officer, Land Management Officers, and periodically, a range of contractors, volunteers and casual/fixed term staff.
Based in:	Newhaven Wildlife Sanctuary, NT

Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and securing the future of Australia's most endangered wildlife through science led, measurable impact at scale. Inspired by the richness of Australia's biodiversity, we are united by a shared commitment to protect its unique animals and habitats.

Delivering this mission depends on OneAWC: a cohesive, engaged and high performing organisation, guided by strong leadership and shared values. Every role at AWC contributes to our mission and works collaboratively towards shared conservation, safety and organisational outcomes.

AWC values:

AWC's work is guided by the following values. In pursuing our mission, we are:

- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Respectful** – demonstrating care, recognition and integrity
- **Accountable** – taking ownership of our actions and outcomes
- **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.

The delivery of AWC's mission is highly reliant on all AWC staff working collaboratively with each other under a model called *OneAWC*, defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders... who 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 **Central region** comprises of ten sanctuaries or partnership sites located across the Northern Territory and South Australia. These properties: Pungalina, Wongalara, Bullo River, Newhaven and Ngalurrtju (NT), and Kalamurina, Buckaringa, Dakalanta, Yookamurra, and Western River Refuge (SA), span almost two million hectares and protect a diversity of threatened species and habitats. Each sanctuary has its own unique requirements for the management of fire, the control of invasive species, the restoration of ecosystems and the management of visitors. Additional new sanctuaries or project sites may be acquired under AWC 10-year strategy that has a focus on extending our conservation reach.

The Central region is made up of a team of permanent staff, several interns and research students, and draws on a range of casual staff and volunteers. Day-to-day operations are overseen by the Operations/Sanctuary Managers, while science programs are led by the Regional Ecologist. The operations and science streams work together to design, implement and measure the effectiveness of land management strategies.

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

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

To achieve this, you will need to manage and direct resources efficiently, in line with an approved budget and operations plan and informed by science-based strategies. The level of on-ground activity (feral animal control, weed control and fire management) is measured and reported on regularly.

Engaging with key stakeholders and AWC supporters is also an important part of this role, including through Supporter Events and contributing to AWC's communications program. In this respect, you will 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 - Central.
- The position supervises a team of Senior Land Management Officer and Land Management Officers, an Indigenous Ranger Group Coordinator and Indigenous Rangers. Depending on the activities, regional employees, contractors and volunteers may also be supervised.
- As the Sanctuary Manager, you will work closely with AWC's Central and South science team, led by the Regional Ecologist, to deliver effective land management and to measure and report ecological health.
- The position also works closely with AWC's Philanthropy and Communications team, particularly in planning and delivering Supporter Events and other promotional activities.

Critical competencies:

1. **Getting things done:** exceptional planning and organisational skills, including proven ability to coordinate, prioritise and execute a large number of tasks in an efficient manner.
2. **Leadership:** This is a key leadership position—you need excellent people management skills, including proven ability leading, recruiting, developing, managing and coordinating remote teams of staff, volunteers and contractors, as well as working effectively with Indigenous partners in a small community.
3. **Collaboration:** you need good relationship-building and collaborative skills, including the ability to develop and maintain relationships with a diverse range of stakeholders, including colleagues, Indigenous groups, the broader CLM and scientific community, and other conservation and land management organisations.
4. **Conservation Land management:** demonstrated knowledge and practical experience delivering land management programs including:
 - Planning and hands-on delivery of feral eradication programs both within fenced areas and across unfenced landscapes;

- Planning and hands-on delivery of prescribed fire programs, including wildfire response; and
 - Planning and hands-on delivery of weed management programs.
5. **Financial management:** demonstrated ability to help deliver projects in a cost-effective manner and to assist in the management of financial resources including:
 - Developing and operating within an agreed budget and operational plan for the Sanctuary;
 - Coding and tracking expenditure and preparing written financial and operational reports; and
 - Preparing written financial and operational reports.
 6. **Infrastructure and asset management:** demonstrated knowledge and practical skills in asset maintenance and infrastructure projects including:
 - Supervising and hands-on implementation of infrastructure projects such as fencing, buildings, services i.e. energy and water systems;
 - Supervising and implementation of an asset maintenance program; and
 - Ability to use a wide range of plant and equipment, including performing routine repairs and maintenance (including mechanical).
 - 4WD experience in difficult conditions is essential
 7. **Paperwork/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.
 8. **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
 9. **Living in the bush:** You will need to have the ability to work in an isolated small team environment and have previous experience of working and living in a rural area, preferably remote.
 10. **Information technology:** demonstrated competence in using standard business software packages, including Word, Excel and Outlook, as well as other systems and applications used for asset management, safety, human resources and finance.
 11. **A passion for conservation:** a passion for, or strong interest in, conservation.
 12. **Willingness to travel.**

Qualifications and Experience:

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:

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

Inherent requirements of the role:

The execution of tasks associated with the position will involve fieldwork in remote locations, sometimes away from an established field base, and often in isolated locations working alone. The working environment will at times be outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting fire and land management operations. The position can be physically demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. In addition, the applicant will conduct periods of office work, planning and supervising projects. The successful applicant must be physically and mentally capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

Responsibilities:

1. Lead the development of annual operational plan and budget for Newhaven
Key activities and responsibilities: • Working with the Regional Operations Manager, prepare the Annual Operational Plan and Budget for Newhaven. • Operations plans and budgets must address key issues including general sanctuary management (assets & infrastructure maintenance), fire management, feral animal & weed control. • Implement the actions set out in the approved operational plan and, as requested, provide reports detailing progress in implementing the plans in accordance with the approved format/procedure. • Seek approval for any variation from the operational plan and, if approved, implement amended plan.
2. Lead implementation of the approved annual operational plan and provide regular reports detailing progress in implementing the plan
Key activities and responsibilities: • Co-ordinate the Land Management Team and participate in the following activities: ○ Feral animal control – implementation of approved culling/control, keeping detailed records and carrying out regular surveys of feral animal numbers. ○ Weed control – following weed control work plans, documenting effectiveness, maintaining stocks of and storing necessary chemicals and overseeing staff and volunteers who assist. ○ Fire management (prescribed burning) – in accordance with approved Burn plans and including fire scar data collection and assisting with wildfires. ○ Helicopter and light plane travel activities are required from time-to-time to undertake these and other duties associated with this role. ○ In accordance with the operational plans, assist in reporting on the effectiveness of AWC's land management strategies. ○ As requested, assist the science team in the development and implementation of strategies and work plans relating to research, inventory, and monitoring programs at AWC's properties. ○ Other land management duties as directed.
3. Maintain and develop sanctuary assets and infrastructure
Key activities and responsibilities: • Review and lead the implementation of the approved Infrastructure Development Plan • Ensure an inventory of all assets and infrastructure is maintained. • Ensure the maintenance schedule of all assets and infrastructure including roads, airstrips, buildings, fencing, walk-trails, fire-breaks etc. is maintained.

• Ensure 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. • 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.
4. Financial management and reporting
Key activities and responsibilities: • Ensure that all expenditure is in accordance with: ○ the approved budget and limits set by AWC ○ for expenditure not identified in the budget or above those limits, a relevant approval from the Regional Operations Manager • 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 the credit card • Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department • Ensure that the collection, recording and banking of all revenue is in accordance with AWC policies and procedures and, as necessary, submitted to the AWC finance department
5. People leadership & management of staff and contractors
Key activities and responsibilities: • Lead and manage a team including permanent staff, contractors, and casual staff. • Provide strong direction, support and alignment to your team so that: expectations are clear, performance goals are set and measured, and regular support and feedback is provided, ensuring employees feel valued and empowered to contribute to AWC's mission. • As required, support recruitment co-ordination, engagement and induction of new staff. • As required, co-ordinate, engage and supervise (ensuring all relevant AWC policies are complied with including safety): ○ Visiting staff; ○ Contractors (in accordance with AWC procurement policy); and ○ Volunteers. • Encourage and facilitate a highly inclusive and collaborative culture by ensuring positive communication, within the immediate team, across AWC more broadly, and with AWC partners and key stakeholders. • Champion the integration of science and land management. Foster a close working relationship with the respective science team. • Proactively manage workplace challenges, fostering a psychologically safe and respectful work environment. • Address performance and conduct issues professionally and promptly, engaging with the People Team when necessary and or, to implement appropriate action. • Encourage employees to reach their full potential through regular one-on-one meetings, coordination of annual Performance Leadership Plan, tailored coaching, and access to relevant training and development opportunities. • Manage the allocation of staff resources at different locations, as necessary, to meet operational requirements; this includes the assessment and approval of leave requests. • Foster and be an advocate for, the adoption of a positive culture across the organisation.

• Be a champion of the AWC values and ONE AWC approach • Actively contribute to a physically and psychologically safe, respectful and inclusive workplace by: ○ Modelling respectful behaviour and reinforcing clear conduct risks relevant to the role ○ Taking reasonable steps to prevent, identify and address workplace conduct risks relevant to the role ○ Responding appropriately to concerns or disclosures and escalating matters in line with AWC policies and procedures • Supporting access to relevant information, training and support resources.
6. Implementation of a volunteer program
Key activities and responsibilities: • Implement the approved volunteer strategy, as amended from time to time • Ensure that the volunteer program at Newhaven 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 Newhaven (e.g. on conditions, the tasks they will be asked to perform etc) ○ ensure volunteers are managed adequately while at Newhaven
7. Implementation of a visitor program
Key activities and responsibilities: • Implement the approved visitor strategy, as amended from time to time • Collect and administer revenue/fees from visitors • Promote awareness of: ○ relevant conservation issues (at Newhaven and generally) ○ AWC
8. Assist in the implementation of an effective information and communication strategy
Key activities and responsibilities: • Establish and maintain effective relationships with: ○ 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: ○ the AWC newsletter ○ the AWC website ○ visitor displays; and ○ other AWC products and reports • Represent AWC at various public forums, as required and in accordance with AWC policies and requirements • Liaise with the general public including handling general inquiries and correspondence
9. Assist in the implementation of fundraising programs
Key activities and responsibilities:

• As required, assist in the implementation of fundraising programs including, for example, assisting in the organisation and conduct of supporter visits
10. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors
Key activities and responsibilities: • 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 any staff and volunteers have undertaken adequate training before they use plant, equipment, tools and vehicles ○ Ensure emergency procedures are developed and posted in appropriate locations ○ Ensure at least two members of staff are based at Newhaven have up-to-date first aid certificates ○ Ensure incident reports are completed as appropriate in a prompt manner
11. Assist in the implementation of research and monitoring programs
Key activities and responsibilities: • Assist in the implementation of strategies and work plans related to research and monitoring programs at Newhaven • For example, participate in, and provide support for scientific staff in relation to conducting baseline biodiversity surveys and the establishment of monitoring sites
12. Undertake other tasks as required
Key activities and responsibilities: • Comply with all AWC policies and procedures • As required by the Regional Operations Manager, or delegated, undertake other specified tasks at Newhaven and/or other AWC sanctuaries