

Position Profile

Designation:	Sanctuary Manager
Reporting to:	Senior Operations Manager, then to Regional Operations Manager (Central) <i>Note: reporting structures may change over time.</i>
Supervises:	From time-to-time, supervise other staff, intern, volunteers and contractors.
Based:	Yookamurra Wildlife Sanctuary <i>Basic accommodation will be provided at Yookamurra for the successful candidate.</i>

Organisational context:

The delivery of AWC's mission – *the effective conservation of all Australian wildlife and their habitats* – is highly reliant on all AWC working collaboratively with each other as a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders.

AWC's work is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes
- Informed – working together to acquire and apply evidence, knowledge and experience
- Respectful – demonstrating care, recognition and integrity
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Sustainable – delivering long-term financial and ecological viability.

OneAWC '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.

About the role:

The central region comprises of ten sanctuaries located across the Northern Territory and South Australia. These properties: Bullo River Station, Newhaven, Ngalarrrtju, Pungalina-Seven Emu, Wongalara (NT), Buckaringa, Dakalanta, Kalamurina, Western River Refuge and Yookamurra (SA) span across almost 2 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.

The central region has approx. 20 full-time staff, several interns and research students, and engages a range of casual staff and volunteers. Day-to-day operations are overseen by the individual Sanctuary Managers and science programs by the Regional Ecologist (Central South). The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

Yookamurra Wildlife Sanctuary is located in the Mid-Murray region of South Australia. Yookamurra is one of Australia's longest-running 'safe havens', with a 1,100-ha fenced feral predator-free area

supporting a number of reintroduced species: the Numbat, Greater Bilby, Brush-tailed Possum, Burrowing Bettong, Brush-tailed Bettong, and Malleefowl. The property protects over 5,000 ha of habitat, including regionally rare old-growth mallee. AWC operations and science staff work together to implement conservation actions on Yookamurra, including feral animals, weed and fire management, and a monitoring and research program. In addition, Yookamurra also hosts AWC's major on-site school education program. This program, located inside the fenced area, provides students with a unique and engaging environmental learning experience through day trips or overnight camps, which consist of guided science-based projects and activities that are strongly linked to the SA school curriculum.

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.

Key Relationships:

The Sanctuary Manager reports directly to, and supports, the Senior Operations Manager who then reports to the Regional Operations Manager (Central).

The Sanctuary Manager will also liaise closely with other staff on other AWC Central properties, in particular:

- *Land Management Officers* whose main responsibilities consist of feral animal control, weed control, fire management.
- *Administration & Operations Support Manager (Central)* who administers operations, administration and logistics;
- A team of *ecologists*, including contractors and the Regional Ecologist (Central South), who implement the Central South science programs.

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. **Managing staff:** you need excellent people management skills, including the leadership of, and managing and coordinating remote teams of Operational Staff, Volunteers and Contractors.
3. **Working with people:** excellent communication and interpersonal skills including the ability to establish and maintain 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 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. **Financial management:** demonstrated ability to deliver projects in a cost-effective manner and be able to coding and track expenditure, operating within the budget.
 6. **Paperwork/compliance:** demonstrated ability to maintain records, and implement permit/authorization processes.
 7. **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
 8. **Living in the bush:** previous experience of working and living in a rural area, preferably remote, and the supervision of teams in geographically diverse locations. Ability to work in an isolated small team environment.
 9. **Information technology:** Ability in using standard business software packages (including Word, email, Excel) is essential.
 10. **A passion for conservation:** Understanding of and interest in Australian (with a particular focus on the arid region of Australia) ecology and conservation issues.
 11. **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.

Licenses & Certificates:

1. A manual driver's licence, and 4WD experience in difficult conditions, is essential.
2. Firearms licence and experience.
3. First Aid certificate.
4. National Police Check
5. South Australian Working with Children Check
6. Recognised certificate in safe handling and use of chemicals e.g. Chemcert (desirable).
7. 1080 Bait Handler Accreditation (desirable).
8. Experience in the use of tractors fitted with front-end loader buckets and grader blade attachments (desirable).
9. Training and experience in use of chainsaw and working at heights (desirable).

Inherent requirements of the role:

The execution of tasks associated with the position may involve fieldwork in remote locations and can sometimes be away from an established field base, often in isolated locations working alone. The working environment will be predominantly outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting fire and land management operations. The position can be

physically and mentally 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. 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. Assist in the development of annual Operational Plans and Budgets for Yookamurra
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> Working with the Senior Operations Manager and/or Regional Operations Manager to prepare the Yookamurra Annual Operations Plan and Budget
2. Implement the approved annual Operational Plan and provide regular reports detailing progress in implementing the Plan
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> Prepare a draft operational plan for Yookamurra, in accordance with timeframes requested by the Senior Operations Manager and/or Regional Operations Manager collaborating with Central South science staff. Operational plans and budgets must address key issues including: <ul style="list-style-type: none"> Feral animal control Fire management General sanctuary management, including asset and infrastructure management Weed control Public education
3. Implement strategies to address significant threats to the wildlife and ecosystems on Yookamurra project area
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> In accordance with the operational plan, implement key land management and conservation programs including: <ul style="list-style-type: none"> Fire management strategy and annual burn plan (prescribed burns, monitoring and reporting); Feral predator and herbivore strategies including the eradication and control of feral animals, maintenance of feral-proof fencing and associated monitoring programs (i.e. 1080 baits, trapping, shooting and monitoring for incursions); Weed strategy including the control and, where possible, eradication of key weed species and monitoring programs. Assist with wildlife translocations and other biodiversity monitoring programs including establishing and maintaining monitoring sites, capture, transport, release and routine animal husbandry, as required. If required undertake animal husbandry duties for endangered animals in breeding enclosure including supplementary feeding, fence and other associated facility maintenance. Assist in reporting on the effectiveness of AWC's land management strategies in abating relevant threats and protecting wildlife and ecosystems.
4. Maintain and develop sanctuary assets and infrastructure

<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Prepare and assist in the implementation of an approved Infrastructure Development Plan • Maintain an inventory of all assets and infrastructure • Keep up-to-date, a maintenance schedule for all assets and infrastructure • In accordance with the approved maintenance schedule, and as required, carry out maintenance, servicing and repairs of all infrastructure and assets (including plant, equipment, and vehicles) on the sanctuary • 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
<p>5. Assist in the implementation of research and monitoring programs</p>
<ul style="list-style-type: none"> • Assist in the implementation of strategies and work plans related to research and monitoring programs at Yookamurra • For example, participate in, and provide support for scientific staff in relation to conducting baseline biodiversity surveys and the establishment of monitoring sites
<p>6. Financial management and reporting</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure that all expenditure is in accordance with: <ul style="list-style-type: none"> ○ 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
<p>7. Management of staff and 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 ○ Contractors; and ○ Volunteers • Ensure all relevant AWC policies are complied with in relation to the engagement of contractors
<p>8. Implementation of volunteer program</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Implement the approved volunteer strategy, as amended from time to time • Ensure that the volunteer program at Yookamurra is integrated within AWC's national volunteer program • In particular: <ul style="list-style-type: none"> ○ Ensure selection of appropriate people as volunteers ○ Ensure volunteers are given relevant information before travelling to Yookamurra (e.g. on conditions, the tasks they will be asked to perform etc)

- Ensure volunteers are managed adequately while on Yookamurra

9. 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

10. Assist in the implementation of fundraising and education 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
- Work closely with and support the Wildlife Educator in managing the Yookamurra educational program including:
 - Development and delivering the education program.
 - Promotion of the education program.
 - Bookings, invoicing, banking and administering of revenue from the program.
 - Maintaining visitor infrastructure including cleaning the accommodation and associated facilities.
 - Organising meals etc.
- Organising and delivery of community engagement programs such as Open Days

11. 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 Yookamurra have up-to-date first aid certificates
 - Ensure incident reports are completed as appropriate in a prompt manner

12. Undertake other task as required

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the management of Yookamurra and the conservation of ecosystems in these areas.
- As required by the Senior Operations Manager and/or Regional Operations Manager, undertake other specified tasks on Yookamurra and/or other AWC sanctuaries.
- Comply with AWC policies and procedures.
- Champion AWC Values and OneAWC initiative.