

<b>Designation:</b>	<b>Sanctuary Manager – Kalamurina</b>
<b>Reporting to:</b>	<b>Regional Operations Manager - Central</b>
<b>Ultimately reporting to:</b>	<b>Chief Operations Officer</b>
<b>Supervises:</b>	<b>Assistant Sanctuary Manager, and periodically as required other employees (permanent and casual), contractors, volunteers, students and visitors</b>
<b>Based in:</b>	<b>Kalamurina Wildlife Sanctuary, SA</b>

**Organisational context:**

AWC is a pragmatic global conservation leader, restoring landscapes and providing hope for Australian wildlife. Guided by science, AWC delivers measurable conservation impacts at scale to secure the future of our most endangered species.

At AWC we are inspired by the unparalleled richness of Australia's wildlife and we are united by our determination to protect its unique animals and landscapes. It is our mission to effectively conserve all Australian wildlife and habitats and our vision is for a world where Australia's biodiversity is valued and effectively conserved by an engaged community.

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.

**AWC values:**

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.

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 Sanctuary Manager will oversee Kalamurina Wildlife Sanctuary operations and is responsible for delivering effective conservation land management at Kalamurina Wildlife Sanctuary.

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).

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.

You will be responsible for ensuring tight integration between the operations and science teams and delivering the management of Kalamurina Wildlife Sanctuary as part of a national AWC approach to conservation.

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 will include:

- The position reports to the Central Region – Regional Operations Manager.
- As the Kalamurina Sanctuary Operations Manager, you will work closely with AWC's Central and South Australia Region science team, led by the Regional Ecologist. Within AWC, the Operations and Science teams work in an integrated manner to design and deliver effective land management and to measure and report ecological health.
- 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.

#### **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. **Managing staff:** you need excellent people management skills, including proven ability recruiting, leading, developing, managing and coordinating remote teams of 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. **Infrastructure and asset management:** demonstrated knowledge and practical skills in asset maintenance and infrastructure projects including:
  - a. Supervising and hands-on implementation of infrastructure projects such as fencing, buildings, services i.e. energy and water systems;
  - b. Supervising and implementation of an asset maintenance program; and

- c. Ability to use a wide range of plant and equipment, including performing routine repairs and maintenance (including mechanical).
  - d. 4WD experience in difficult conditions is essential
5. **Land management:** demonstrated knowledge and practical experience delivering land management programs including:
    - a. Planning and hands-on delivery of feral eradication programs across unfenced landscapes;
    - b. Planning and hands-on delivery of prescribed fire programs, including wildfire response; and
    - c. Planning and hands-on delivery of weed management programs.
  6. **Financial management:** demonstrated ability to help deliver projects in a cost-effective manner and to assist in the management of financial resources 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; and
    - c. Preparing written financial and operational reports.
  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:** previous experience and ability to work and live in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
  10. **Information technology:** intermediate competence in using standard business software packages including Word, Excel, MS Outlook, and cloud servers (such as drop box) is essential.
  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 and Certificates:**

1. Valid manual driver's license.
2. Senior first aid certificate (remote certification – highly desirable).
3. Valid agricultural machinery licenses such as trucks, backhoe 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 capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

**Responsibilities:**

<b>1. Assist in the development of annual operational plans and budgets for Kalamurina</b>
Key activities and responsibilities: <ul style="list-style-type: none"> <li>Working with the Regional Operations Manager, prepare the Annual Operational Plan and Budget for Kalamurina.</li> </ul>
<b>2. Implement the approved annual operational plan and provide regular reports detailing progress in implementing the plan</b>
Key activities and responsibilities: <ul style="list-style-type: none"> <li>Implement the actions set out in the approved operational plan</li> <li>Provide a quarterly report detailing progress in implementing the plan, in accordance with the approved format</li> <li>Provide additional progress reports as requested</li> <li>Seek approval for any variations from the operational plan and, if approved, implement the amended plan</li> </ul>
<b>3. Implement strategies to address significant threats to the wildlife and ecosystems on Kalamurina</b>
Key activities and responsibilities: <ul style="list-style-type: none"> <li>In accordance with the operational plan, assist in the implementation of: <ul style="list-style-type: none"> <li>the fire management regime at Kalamurina</li> <li>the eradication or control of feral animals, such as camels and pigs</li> <li>the control and, where possible, the eradication of key weed species</li> </ul> </li> <li>In accordance with the operational plan, prepare reports to help the organisation track the status of these threats</li> </ul>
<b>4. Maintain and develop sanctuary assets and infrastructure</b>
Key activities and responsibilities: <ul style="list-style-type: none"> <li>Review and assist in the implementation of the approved Infrastructure Development Plan</li> <li>Maintain an inventory of all assets and infrastructure</li> <li>Keep up-to-date, a maintenance schedule for all assets and infrastructure</li> </ul>

- 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

#### **5. 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 Kalamurina
- For example, participate in, and provide support for scientific staff in relation to, conducting baseline biodiversity surveys and the establishment of monitoring sites

#### **6. Other day-to-day management tasks**

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the management of Kalamurina and the conservation of its wildlife and ecosystems

#### **7. 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 (Central Region)
- 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 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

#### **8. Management of staff and contractors**

Key activities and responsibilities:

- As required, co-ordinate, engage and supervise:
  - other staff
  - contractors; and
  - volunteers
- Ensure all relevant AWC policies are complied with in relation to the engagement of contractors

#### **9. 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 Kalamurina 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 Kalamurina (e.g. on conditions, the tasks they will be asked to perform etc.)
  - ensure volunteers are managed adequately while at Kalamurina

#### **10. Implementation of a visitor program**

Key activities and responsibilities:

- Hosting Outback Spirit Tours groups during April to September (usually 12 per year)
- Conducting other approved tours by arrangement
- Manage low visitation campers as required from April to September (maximum 5 vehicles at a time)
- Working with the Regional Operations Manager, develop of a visitor management strategy for Kalamurina.
- 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 Kalamurina and generally)
  - AWC

#### **11. Assist in the implementation of an effective information and communication strategy**

Key activities and responsibilities:

- Establish and maintain effective relationships with:
  - visitors
  - neighboring 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
- Represent AWC in media interviews, as required
- Liaise with the general public including handling general inquiries and correspondence

#### **12. 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

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

**14. Undertake other tasks as required**

Key activities and responsibilities:

- As required by the Regional Operations Manager, undertake other specified tasks at Kalamurina and/or other AWC sanctuaries
- Comply with AWC policies and procedures
- Champion AWC Values and OneAWC initiative