Position Profile

Designation:	**Senior Operations Manager – Central Australia**
Reporting to:	**Regional Operations Manager – Central Region**
Direct reports:	**Permanent staff plus casual staff and contractors**
Based in:	**Alice Springs, NT**

About AWC

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 to effectively conserve all Australian wildlife and their habitats, and to our vision for a world where Australia's biodiversity is valued and effectively conserved by an engaged community. Together, we work collaboratively towards shared conservation, safety and organisational outcomes.

AWC Values

All roles at AWC are expected to demonstrate the following values:

- **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.

Role Purpose

The role of Senior Operations Manager – Central Australia is responsible for delivering *effective conservation* at a portfolio of AWC sites, through:

1. The leadership of the emerging Central Desert Partnership
2. provision of support and line-management for Sanctuary Managers across two of AWC's conservation programs in the Northern Territory; Newhaven and Ngalurrtju, and one in South Australia; Kalamurina.

Success in this position (ie, effective conservation) will be measured by reference to key metrics which track:

- The populations (or other metric) of indicator species.
- The extent to which threatening processes are reduced including:
    - limiting wildfire impact;
    - 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 success, you will need to manage and direct resources efficiently and in accordance with an approved budget and operating 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 close integration with the science team across these project areas as part of a national AWC approach to conservation.

Engagement with key stakeholders and AWC supporters, including through sanctuary events and the operation of visitor programs, 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:

- AWC Regional Operations Manager – Central Region
- Private landholder partners at Central Desert
- AWC Kalamurina, Newhaven and Ngalurrtju Sanctuary/Operations Managers
- AWC's Administration and Operations Support Officer – Central Region
- AWC's National Operations Team
- AWC's regional science team including Wildlife Ecologists and Field Ecologists, led by the Regional Ecologist – Central South
- AWC's Philanthropy and Communications teams

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 staff and contractors. This includes monitoring safety of staff when they are working/living alone, and monitoring remote staff travel.
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**: demonstrated knowledge and practical experience delivering land management programs including fire management, weed and feral animal control programs. Demonstrated practical skills managing assets and infrastructure including:
    a. The planning, supervision and implementation of large-scale infrastructure projects such as fencing and building;
    b. The planning and delivery of feral eradication programs both within fenced areas and across unfenced landscapes;
    c. The planning and delivery of prescribed fire programs, including wildfire response; and
    d. The ability to use a wide range of plant and equipment (generators, pumps, power tools etc, and perform routine repairs, including mechanical, and maintenance.
    e. 4WD experience in relevant off-road conditions is essential.
5. **Financial management**: demonstrated ability to deliver projects in a cost-effective manner and to manage financial resources including:
    a. Preparing and maintaining a budget

b. Coding and tracking expenditure, operating within the budget; and
c. Preparing written financial and operational reports.

6. **Paperwork/compliance**: demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.
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.
9. **Information technology**: advanced ability in using standard business software packages (including Word, email, Excel, MS Project) is essential.
10. **A passion for conservation:** a passion for, or strong interest in, conservation.
11. **Willingness to travel**.

Qualifications & 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. Proven experience in delivering 'on-ground' results.

Licenses & Certificates:

1. Valid manual driver's licence.
2. Valid agricultural machinery licences for machinery such as trucks, tractors and other vehicles/equipment as relevant (or the capacity to readily obtain these licences).
3. Firearms licence.
4. Senior first aid certificate or the capacity to readily obtain it (remote certification – 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 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 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 to carry out the inherent role responsibilities.

Key Outcomes and Responsibilities

1. People Leadership & Management
Key activities and responsibilities: • Lead and manage a remote team comprising permanent staff plus 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 the Regional Operations Manager in 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 Regional Ecologist
- 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

2. Develop operational plans and budgets.

Key activities and responsibilities:

- Oversee the preparation of operational plans for Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership.
- Oversee the preparation of draft budgets for Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership.
- Operational plans and budgets must address key activities including:
    - General sanctuary management, including asset and infrastructure management;
    - Fire management;
    - Feral animal control;
    - Weed control;
    - Other landscape restoration tasks;
    - Heritage management, where relevant;
- Ensure AWC obligations and approvals under project agreements are met.

Note: Plans and budgets are subject to approval by the Chief Operations Officer and Chief Science Officer and should be developed in conjunction with the Science team. Plans and Budgets are to be reviewed and approved by the Regional Operations Manager prior to submission for final approval.

The plans and budgets need to meet AWC requirements and other contract or project commitments.

3. Oversee the implementation of approved operational plans and provide regular progress reports

Key activities and responsibilities:

- Oversee the implementation of the actions set out in approved operational plans (including any contract deliverables), noting the priority areas of asset/infrastructure management, feral animal control, weed control, landscape restoration and fire management.
- Implementation must be carried out in accordance with AWC requirements.
- Provide a quarterly report and annual reports detailing progress in implementing the plans.
- Provide additional progress reports, as requested.
- Seek approval for any variation from the operation plans and, if approved, oversee or implement the amended plans.

4. Develop and implement strategies addressing significant threats to wildlife and ecosystems

Key activities and responsibilities:

- Develop and implement strategies to address key threats to wildlife and ecosystems.

Note: These strategies are subject to approval by the Chief Operations Officer and Chief Science Officer and should be developed in conjunction with the Science team. These Strategies are to be reviewed and approved by the Regional Operations Manager prior to submission for final approval.

- Strategy authorship is a function of the science program; however, the development of the strategies should be agreed between the Conservation Land Management and Science teams, considering expertise and knowledge, capacity and workload.

5. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, students, interns, volunteers and visitors

Key activities and responsibilities:

- In accordance with the requirements of the Chief Operations Officer, or their delegate, undertake project risk assessments (PRA's) and prepare risk management plans for operations at Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership.
- risk assessments and management plans must protect the health and safety of everyone on sanctuary including you, other staff, contractors, volunteers, students, interns and visitors.
- Implement and comply with the provisions of the approved risk management plans and AWC safety policies and procedures, including Safe Work Practices and Safe Operating Procedures, as relevant to operational activities.
- Ensure safety management plans and safe work systems, as approved by the Chief Operations Officer, are implemented and complied with.
- For Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership.
    - Ensure that an induction system is in place, implemented and audits are completed in accordance with AWC safety policies and procedures

- Ensure emergency procedures, including check in/out systems are in place, reviewed regularly and are posted in appropriate locations.
- Ensure the installation and use of hazardous materials and equipment is consistent with regulatory requirements and accepted safety standards.
- Ensure that you and all staff, contractors and/or volunteers have adequate training, (and/or licences and experience) before using plant, equipment, tools and/or vehicles, and that during use all AWC safety policies and procedures are complied with
- Ensure staff members have current first aid certificates.
- Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.

6. Develop and maintain Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership assets and infrastructure plans

Key activities and responsibilities:

- Undertake, organise and/or oversee staff and contractors responsible for:
  - Fence construction and maintenance (including where relevant, feral-proof fences);
  - Infrastructure development projects (building construction and maintenance); and
  - Road maintenance.
- Ensure the best value for money solutions are utilised through tendering processes, and the use of innovative solutions, in accordance with AWC procurement policy and guidelines
- Ensure that for each sanctuary:
  - An inventory of all assets (including fuel) and infrastructure is maintained.
  - The maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles) is carried out in accordance with an approved maintenance schedule.
  - systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.
  - appropriate insurance cover is in place for all assets, as per approved AWC procedures.

7. Financial management and reporting

Key activities and responsibilities:

- Deliver activities in the most cost-effective manner.
- Ensure that all operational 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.
- Ensure expenditure requests for Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership are reviewed prior to submission to Regional Operations Manager for consideration.

- Ensure that necessary financial reports are prepared in accordance with AWC policies and procedures.
- Ensure all required records and paperwork are retained filed appropriately and, as necessary, submitted to the AWC finance department.
- Ensure that the collection, recording and banking of any revenue is in accordance with AWC policies and procedures.

Note: the budgets are to be developed in conjunction with the Regional Ecologists and Sanctuary managers and wildlife ecologists and submitted to the Regional Operations Manager and Chief Operations Officer for review within the agreed timeframe. Budgets Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership are to be reviewed by Senior Operations Manager prior to submission to Regional Operations Manager for consideration

8. Government, community and stakeholder engagement

Key activities and responsibilities:

- Develop and maintain a productive working relationship with all relevant stakeholders including:
- Neighbouring property owners/managers
    - Relevant State Government Departments
    - Local Councils/Shires
    - Rural Fires Services;
    - Partners: and
    - any regulatory agencies.
- Work effectively with neighbours and other interested parties in the design and delivery of any joint project.

9. Oversee visitor programs

Key activities and responsibilities:

- Implement a Visitor Strategy at each sanctuary.
- Oversee the management of visitors at each site.

10. Promote the integration of science and operations

Key activities and responsibilities:

- Support the AWC Science team in developing and implementing strategies/work plans for ecological health monitoring, biological inventory and research.
- Integrate science outcomes in the design and delivery of land management activities.

Oversee volunteer programs

Key activities and responsibilities:

- Oversee delivery of a volunteer program at each Project Site, ensuring it is integrated with AWC's national volunteer program.
- Ensure AWC staff:
    - Select appropriate people as volunteers;
    - Provide volunteers with information and agreements before travelling to Project Sites (e.g. on conditions, the tasks they will be asked to perform etc); and

- Provide recognition of volunteer contribution to AWC (social media, thank you emails etc)

12. Assist in the implementation of an effective information and communications strategy

Key activities and responsibilities:

- Working with the Communications Team, support and assist the design and execution of a Communications Strategy for each sanctuary.
- Oversee the recording and submission within AWC of information, including information relating to wildlife, ecosystems and management activities.
- As required, compile and submit information and images for use in relation to all communications products including:
  - Wildlife Matters, AWC website;
  - Visitor displays and information;
  - Products required under any funding agreements.
- Oversee submission of regular '*stories from the field'* utilising photos and information about operational activities. Oversee compliance of operations staff with AWC's weekly reporting process.
- Represent AWC at various public forums, as required, and in accordance with AWC policies and requirements.
- Manage liaison with the public including handling general enquiries and correspondence.

13. Assist in the implementation of philanthropy programs

Key activities and responsibilities:

- As required, assist in the implementation of philantropy programs.
  - Assist in drafting, submission and management of applications for funding.
  - Prepare reports.
  - Assist with planning, co-ordination and implementation of events.
  - Manage accessing NRM grant funding (drafting of applications, review of agreements, and management of acquittals).

14. Undertake other tasks, as required

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the effective conservation at Newhaven, Ngalurrtju, Kalamurina and the Central Desert Partnership.
- Undertake other specified tasks within AWCs Central Operations Region and/or at other AWC sanctuaries.
- Comply with all AWC policies and procedures.