

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 29 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 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 such as reintroductions, and providing advice to management
- **Fundraising** – mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of field updates from around the AWC estate.

Of the 29 sanctuaries, 6 sanctuaries are in the southeast region: Kalamurina, Buckaringa, Dakalanta and Yookamurra in SA, Newhaven in NT, and Scotia in NSW, covering a combined area of more than 1 million hectares and protecting a diversity of threatened species and habitats.

Covering 262,000 hectares, Newhaven Wildlife Sanctuary is one of Australia's largest non-government protected areas. At Newhaven dramatic quartzite mountains overlook extensive parallel sand dunes, spinifex grasslands, shimmering salt lakes and mulga woodlands. Newhaven is a hotspot for the wildlife of central Australia.

At Newhaven AWC has initiated a project of global biodiversity significance – the establishment of a massive feral cat-free area currently covering 9,400 hectares with future stages increasing this area to up to 100 000 hectares. This is one of the largest feral cat eradication projects ever conducted and creates a refuge for large, wild populations of at least 10 nationally threatened mammal species including the Mala (currently extinct in the wild), the Central Rock Rat and the Golden Bandicoot.

AWC is seeking an experienced Senior Land Management Officer, to initially be based at Newhaven, to support the Sanctuary Manager and other staff in a range of land management, asset and infrastructure programs. You will also be responsible for ensuring tight integration between AWC's Operations and Science teams where teams are expected to work together as part of a national AWC approach to conservation.

The successful applicant, with the guidance and support of the Sanctuary Manager, will be responsible for coordinating the day to day activities of up to ten personnel working in the Operations Program.

The successful candidate will require knowledge of and be able to demonstrate experience in the delivery of land management programs for conservation including fire management, weed and feral animal control.

The role of the Senior Land Management Officer extends to a broad range of tasks including asset and infrastructure maintenance. As such, a broad knowledge of all trades, practical skills in relation to asset and

infrastructure repair and maintenance, and the ability to use a wide range of plant and equipment is essential.

You will need to be capable of working with a wide range of people including land managers, scientists, students, volunteers, visitors, neighbouring landholders including indigenous communities, government officials, and will be committed to helping AWC develop and implement a new model for conservation.

Based at Newhaven (4.5 hours' drive north of Alice Springs), where basic on-site accommodation is provided, this is a unique opportunity to join Australia's largest non-government conservation organisation and help shape the future of private sector conservation in Australia. As AWC evolves there may become a requirement for this role to transfer to a different property and therefore workplace flexibility is essential.

**Enquiries** only:

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**Applications** via: [australianwildlife.org/work-with-awc/careers/](https://australianwildlife.org/work-with-awc/careers/)

To submit an application, visit our careers page (linked above), select the relevant job vacancy, click 'APPLY' and follow the prompts.

Your application must include CV and covering letter, briefly addressing the critical competencies listed in the detailed job description on the following pages.

***Closing date for applications: Sunday 26 July 2020***

**Please note:**

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.
3. Any application submitted to AWC will be handled in accordance with our Privacy Policy, available at [www.australianwildlife.org/privacy](https://www.australianwildlife.org/privacy). By providing us with your contact details, your consent to receive communications and direct educational material will remain current until you advise us otherwise.

*To learn more about AWC's sanctuaries, please visit our website [www.australianwildlife.org/sanctuaries/](https://www.australianwildlife.org/sanctuaries/)*

## Position Profile

<b>Designation:</b>	<b>Senior Land Management Officer (SLMO)</b>
<b>Reporting to:</b>	<b>Newhaven Sanctuary Manager</b>
<b>Supervising:</b>	<b>From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.</b>
<b>Based at:</b>	<b>Newhaven Wildlife Sanctuary, NT, or other Sanctuaries within AWC's south east region as required</b>

### Organisational context:

Australian Wildlife Conservancy (AWC) protects wildlife and their habitats on a national network of wildlife sanctuaries and partnership sites. 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 such as reintroductions, and providing advice to management
- Fundraising – mobilising finance (primarily, tax deductible donations) from the general public and philanthropists through effective communication of field updates from around the AWC estate.

In south-east Australia, AWC owns and manages six wildlife sanctuaries: Newhaven, Kalamurina, Yookamurra, Dakalanta, Buckaringa and Scotia. Three of these sanctuaries (Newhaven, Scotia and Yookamurra) support major reintroduction projects.

The southeast region consists of a team of permanent staff, several interns and research students, and utilises a range of casual staff and volunteers. Day-to-day operations are overseen by individual property based Sanctuary/Operations Managers and the science programs by the Regional Ecologist (South East). 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.

The Senior Land Management Officer will report to and support the Sanctuary Manager with conservation and operational programs at Newhaven. The Senior Land Management Officer acts as 2IC to the Sanctuary Manager and holds primary responsibility for overseeing the Newhaven land management programs (fire, feral animals and weeds) on the ground.

There may be a requirement for the Senior Land Management Officer to be seconded to other properties within the south east region on either a short term or long term basis, depending on work planning as it change from time to time.

### Key relationships:

The Senior Land Management Officer reports directly to, and supports, the Sanctuary Manager, and will liaise closely with other staff at Newhaven, in particular:

- *Land Management Officers* whose main responsibilities consist of feral animal control, weed control, fire management, but who will also support the SLMO [and vice versa] in the operation of their duties;
- *Indigenous Rangers*
- *Administration & Operations Support Officer (SE)* who administers operations, administration and logistics;
- A team of *ecologists*, including the Regional Ecologist (SE), who implement the SE science programs

#### **AWC values:**

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:

- **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.

#### **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 powertools, 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:** 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.
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.** Flexibility in regards to work place location within AWC south east region.

#### **Qualifications:**

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.

#### **Licenses & Certificates:**

1. A valid manual drivers licence with 4WD experience in difficult conditions is essential. 4WD training can be provided to the successful candidate prior commencement.
2. Medium Rigid drivers licence (desirable).
3. First aid certificate (essential), remote first aid (desirable)
4. Firearm licence (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:**

<b>1. Sanctuary assets &amp; infrastructure</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure an inventory of all assets and infrastructure is maintained. Liaise with the Newhaven Sanctuary Manager and SE Administration &amp; Operations Support Officer in this matter.</li> <li>• Ensure the maintenance schedule of all assets and infrastructure including roads, airstrips, buildings, fencing, walk-trails, fire-breaks etc. is maintained.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>2. Land Management activities</b>

Key activities and responsibilities:

- In accordance with the approved operational plans, oversee the land management team and undertake key land management and conservation programs including:
  - 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.
  - Other land management duties as directed.
- 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.

### **3. Assist with the development of the Operational Plan and Budget**

Key activities and responsibilities:

- As requested by the Newhaven Sanctuary Manager, provide data required for the preparation of draft operational plans and budgets.
- 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.

### **4. Administration, Finance & Reporting**

Key activities and responsibilities:

- Ensure all expenditure is in accordance with the approved budget and operational plan, and is in accordance with AWC policies and procedures, or if not identified in the budget and operational plan, then seek relevant approval from the Newhaven Sanctuary Manager.
- Maintain other records in relation to carrying out land management program as required.

### **5. Staff, contractor and volunteer co-ordination**

Key activities and responsibilities:

- As required, and under the direction of the Newhaven Sanctuary Manager, co-ordinate, engage, supervise and ensure the safety of:
  - Other staff, including casuals;
  - Contractors;
  - Visiting students, interns and researchers; and

<ul style="list-style-type: none"> <li>○ Volunteers.</li> <li>• Ensure all relevant AWC policies are complied with in relation to the engagement of contractors, staff and volunteers.</li> </ul>
<b>6. Stakeholders</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Establish and maintain effective relationships with: <ul style="list-style-type: none"> <li>○ Visitors;</li> <li>○ Neighbouring landholders and the local community;</li> <li>○ Relevant government agencies; and</li> <li>○ Other stakeholders.</li> </ul> </li> </ul>
<b>7. OH&amp;S and Risk Management</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Working with the Newhaven Sanctuary Manager and Other Personnel, undertake risk assessments and prepare a risk management plan for operations at Newhaven. The risk assessments and management plans must aim to protect the health and safety of you, other staff, contractors, volunteers and visitors, as well as minimising public liability risk.</li> <li>• Ensure appropriate management of risks in relation to the health and safety of yourself, other staff, contractors and volunteers.</li> <li>• Liaise with the SE Administration &amp; Operations Support Officer and under the direction of the Newhaven Sanctuary Manager, implement and comply with the provisions of approved management plans. In particular: <ul style="list-style-type: none"> <li>○ Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.</li> <li>○ Ensure that you, and other staff and any volunteers/students/interns and/or volunteers have adequate training before using plant, equipment, tools and/or vehicles.</li> <li>○ Ensuring emergency procedures are posted in appropriate locations.</li> </ul> </li> <li>• Ensuring incident and near miss reports are filled out and submitted as per the approved AWC policies and procedures in a timely manner.</li> <li>• Ensure that you undertake safety inductions, as required, and instigate inductions with other staff, volunteers, contractors and visitors who are under your supervision.</li> </ul>
<b>8. Undertake other tasks, as required</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Champion the AWC values</li> <li>• Comply with all AWC policies and procedures</li> <li>• As requested, assist with the organisation of various requirements for donor groups and other special visits to Newhaven.</li> <li>• As required by the Sanctuary Manager, undertake other specified tasks as required.</li> <li>• As required by the Regional Operations Manager SE, undertake other specified tasks at Newhaven and/or other AWC properties.</li> </ul>