

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 a committed and enthusiastic Sanctuary Manager to provide strong leadership at Newhaven. The ideal candidate will be a very practical person with a passion for saving Australia's wildlife and landscapes.

The key responsibilities of this position are to:

1. lead the team based on-site and co-ordinate the Conservation Land Management and Asset Management Programs,
2. ensure tight integration between AWC's Operations and Science teams,
3. manage people and co-ordinate major conservation programs and infrastructure development projects simultaneously,

4. work with a wide range of stakeholders including land managers, scientists, students, volunteers, visitors, neighbouring landholders including indigenous communities and government.

Based at Newhaven (4.5 hours' drive north of Alice Springs), where 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.

Enquiries only:

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Applications via: 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. 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/

Position Profile

Designation:	Sanctuary Manager (Newhaven)
Reporting to:	Regional Operations Manager- SE
Ultimately reporting to:	Chief Operations Officer
Supervises:	Land Management Officers, and periodically as required other employees (permanent and casual), contractors, volunteers, students and visitors.
Based in:	Newhaven Wildlife Sanctuary, NT

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.

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.

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 Regional Operations Manager SE.
- The position supervises three Land Management Officers, an Indigenous Ranger Group Co-ordinator and 4 Indigenous Rangers. Depending on the activities, regional employees, contractors and volunteers will also be supervised. You will work closely with operational staff at other South East and NSW regional locations including Yookamurra, Buckaringa, Dakalanta, Kalamurina, Scotia, Mallee Cliffs and Pilliga.
- As the Newhaven Sanctuary Manager, you will work closely with AWC's South East 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.

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:** 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:** 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 & 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).

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: <ul style="list-style-type: none">• Working with the Regional Operations Manager SE, 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: <ul style="list-style-type: none">• Co-ordinate the Land Management Team and participate in the following activities:<ul style="list-style-type: none">○ 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: <ul style="list-style-type: none">• Review and lead the implementation of the approved Infrastructure Development Plan• Ensure an inventory of all assets and infrastructure is maintained.

<ul style="list-style-type: none"> • 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
<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 SE • 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. Management of staff and contractors
<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
6. Implementation of a volunteer program
<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 Newhaven 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 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
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Implement the approved visitor strategy, as amended from time to time • Collect and administer revenue/fees from visitors • Promote awareness of:

<ul style="list-style-type: none"> ○ relevant conservation issues (at Newhaven and generally) ○ AWC
8. Assist in the implementation of an effective information and communication strategy
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Establish and maintain effective relationships with: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • 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
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Implement and comply with the provisions of the approved risk management plan. In particular: <ul style="list-style-type: none"> ○ 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
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • 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
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Champion the AWC values

- Comply with all AWC policies and procedures
- As required by the Regional Operations Manager SE, or delegated, undertake other specified tasks at Newhaven and/or other AWC sanctuaries