

Position Profile

Designation:	Senior Land Management Officer (SLMO)
Reporting to:	Scotia Sanctuary Manager
Supervising:	Land Management Officer (LMO); and from time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Scotia Wildlife Sanctuary, NSW

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 30 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 Kati Thanda-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 including reintroductions, and providing advice to management.
- **Fundraising-** mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as '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 of AWC working collaboratively with each other.

Values of AWC:

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:

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

Six of AWC's properties – Scotia (NSW), Newhaven (NT) and Buckaringa, Yookamurra, Dakalanta and Kalamurina (SA), are in southeastern (SE) Australia, covering a combined area in excess of 1 million hectares, which protect a diversity of threatened species and habitats.

Almost 65,000 hectares in size, Scotia Wildlife Sanctuary is one of the most important nature reserves in the Murray-Darling basin. It contains one of the largest fox and cat-free areas on mainland Australia, and is home to some of the largest remaining populations of threatened mammals such as Bilbies, Numbats, and Bridled Nailtail Wallabies.

The southeast region has approx. 20 permanent 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 (SE).

Reporting to the Scotia Sanctuary Manager, the Senior Land Management Officer will be a very practical person with a passion for saving Australia's wildlife and landscape and 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. You will need to be well-organised and have experience in project management, the use and maintenance of a wide array of plant, equipment and tools. Appropriate trade experience as well as bush firefighting and/or training would be desirable.

The SLMO will also liaise with all southeast staff (operations and science) in order to fulfill the duties required of this role, a key component of which is the facilitation and coordination of efficient operations. Within AWC, the Operations and Science teams work in an integrated manner to design and deliver conservation and land management and to measure and report on ecological health as part of the national AWC approach to conservation. The position will be expected to build and maintain professional working relationships with the other science staff in the region. The SLMO will be capable of coordinating day to day activities and multiple projects and work with a range of stakeholders including scientists, students, volunteers, visitors, neighbouring landholders including indigenous communities and government, and will be committed to helping AWC develop and implement a new model for conservation.

Other key positions in SE Region relative to this role:

The Senior Land Management Officer reports directly to, and supports, the Scotia Sanctuary Manager, and will liaise closely with other staff within the SE region, in particular:

- **Land Management Officers** whose responsibility is to assist in Asset and Infrastructure construction and maintenance, feral animal control, weed control, fire management and will also support the SLMO [and vice versa] in the operation of their duties;
- **Administration & Operations Support Officer** who administers operations, administration and logistics;
- The position will be required to assist AWC's **Development team** conduct supporter events, and to provide information and content to assist AWC's public education efforts.
- A team of ecologists, including the **Regional Ecologist SE, Wildlife Ecologists** and **Senior/Field Ecologists** who implement the south-east conservation and 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 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:

1. Sanctuary assets & infrastructure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure an inventory of all assets and infrastructure is maintained. Liaise with the Scotia Sanctuary Manager and SE Administration & Operations Support Officer in this matter. • Assist in the development of an Asset Management Plan and 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.
2. Land Management activities
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In accordance with the approved operational plans, oversee the land management team and undertake key land management and conservation programs including: <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. ○ 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
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As requested by the Scotia Sanctuary Manager, provide data required for the preparation of draft operational plans and budgets.

<ul style="list-style-type: none"> • 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
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • 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 Scotia Sanctuary Manager. • Maintain other records in relation to carrying out land management program as required.
5. Staff, contractor and volunteer co-ordination
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, and under the direction of the Scotia Sanctuary Manager, assist with recruitment, co-ordinate, engage, supervise and ensure the safety of: <ul style="list-style-type: none"> ○ Other staff, including casuals; ○ Contractors; ○ Visiting students, interns and researchers; and ○ Volunteers. • Ensure all relevant AWC policies are complied with in relation to the engagement of contractors, staff and volunteers.
6. Stakeholders
<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.
7. OH&S and Risk Management
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Working with the Scotia Sanctuary Manager and Other Personnel, undertake risk assessments and prepare a risk management plan for operations at Scotia. 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. • Ensure appropriate management of risks in relation to the health and safety of yourself, other staff, contractors and volunteers. • Liaise with the SE Administration & Operations Support Officer and under the direction of the Scotia Sanctuary Manager, implement and comply with the provisions of approved management plans. In particular:

<ul style="list-style-type: none"> ○ Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards. ○ 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. ○ Ensuring emergency procedures are posted in appropriate locations. • Ensuring incident and near miss reports are filled out and submitted as per the approved AWC policies and procedures in a timely manner. • Ensure that you undertake safety inductions, as required, and instigate inductions with other staff, volunteers, contractors and visitors who are under your supervision.
8. 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 requested, assist with the organisation of various requirements for donor groups and other special visits to Scotia. • As required by the Sanctuary Manager, undertake other specified tasks as required. • As required by the Regional Operations Manager SE, undertake other specified tasks at Scotia and/or other AWC properties.

Additional information:

Salary range: \$57,500-\$65,000 + 9.5% Superannuation

Accommodation for the successful applicant is provided on site.

Staff must their own means of travel to and from the sanctuary.

Most utilities (power, gas, water, landline phone connection) are provided

Internet is provided for work purposes. Personal internet plans are to be paid for by staff.