

*~ Help shape the future of private sector conservation ~*

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.

Reporting to the Operations Manager, the Technical Projects Coordinator will work as part of a small team (the National Operations team) which provides overall guidance and support to the wider AWC Operations team; in particular, sanctuary/field staff.

Key responsibilities of this role include (but not limited to):

- Provide support to AWC regional and field-based staff.
- Project management and administration of technical projects including a new asset management system and business and work plan reporting system. Includes:
  - Planning, consulting, configuration, testing, training and roll-out/ completion with assistance from National Operations Team where applicable.
  - Configure recently procured Enterprise Asset Management (EAM) software including assisting the IT Department setup automated reporting and identifying centralized procurement opportunities and budget forecasting. This will include a new asset register with the ability to record service and maintenance of assets and insurance data.
  - Support the expanded deployment of an existing software platform to improve data collection and reporting on work plans, metrics and task related budget performance. This will likely involve the integration of both a form based metric data collection tool for field-based staff and existing business reporting software to create automated reports to an Executive and Board level. Work closely with multiple internal stakeholders including IT, National Operations Team, National Science Team, Development and field-based staff.
- Where there is capacity assist and offer advice with the development and deployment of recently procured project management software.

To be successful in this role, you will need:

- Demonstrated exceptional planning and organisation skills.
- A positive and professional attitude and strong work ethic.

- Excellent communication and interpersonal skills.
- Demonstrated experience in the planning, delivery and management of projects.
- Well-developed ability to problem solve, identify and recommend innovative solutions with limited resources.
- Intermediate to advanced ability and experience in using the following is essential:
  - Standard business software packages (including Word, Excel, Outlook etc.),
  - Management of data and outputs
  - Managing EA/CMMS software and data form building software
  - Configuring privacy and data security controls, access requests and building complex data relationships including financial data
- Experience in the following are highly regarded/advantageous, but not essential:
  - Fulcrum, Asset Panda, Monday.com
  - Microsoft productivity suite Office365, Sharepoint, PowerBI, PowerAutomate/Flow
  - Data ETL (Extract Transform Load) tools

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:**

Melissa Farrelly, Operations Manager | [melissa.farrelly@australianwildlife.org](mailto:melissa.farrelly@australianwildlife.org)

**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 complete an application form.

Your application must include CV and covering letter, briefly addressing the critical competencies listed in the detailed job description on our website or the attachment. Applications that do not meet these criteria will not be accepted.

***Closing date for applications: Sunday 7 March 2021***

**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, please visit our website: [www.australianwildlife.org/](https://www.australianwildlife.org/)*

## Position Profile

<b>Designation:</b>	<b>Technical Projects Coordinator</b>
<b>Reporting to:</b>	<b>Operations Manager- National Operations Team</b>
<b>Based in:</b>	<b>Head Office, Perth WA</b>
<b>Date Reviewed</b>	<b>18/02/2021</b>
<b>Contract type:</b>	<b>12-month, full-time</b>

### Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia. We protect endangered wildlife at 30 locations which we own or manage in collaborative partnerships. AWC's involvement covers 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.

The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other under a model called *OneAWC*. *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 Technical Projects Coordinator is a temporary term (12 month) position reporting to the Operations Manager who in turn reports to the Chief Operations Officer with day-to-day operations across AWC's estate.

### Key responsibilities include:

- Provide support to AWC regional and field-based staff.
- Project management and administration of technical projects including a new asset management system and business and work plan reporting system. Includes:
  - Planning, consulting, configuration, testing, training and roll-out/ completion with assistance from National Operations Team where applicable.
  - Configure recently procured Enterprise Asset Management (EAM) software including assisting the IT Department setup automated reporting and identifying centralized procurement opportunities and budget forecasting. This will include a new asset register with the ability to record service and maintenance of assets and insurance data.
  - Support the expanded deployment of an existing software platform to improve data collection and reporting on work plans, metrics and task related budget performance. This will likely involve the integration of both a form based metric data collection tool for field-based staff and existing business reporting software to create automated reports to an

Executive and Board level. Work closely with multiple internal stakeholders including IT, National Operations Team, National Science Team, Development and field-based staff.

- Where there is capacity assist and offer advice with the development and deployment of recently procured project management software.

**Key relationships will include:**

- The position reports to the Operations Manager; you will be part of the National Operations team delivering operational support and guidance across the organisation.
- You will support the field and regional operations and science teams to deliver the best possible ecological outcomes at lowest cost.
- You will also work closely cross-functionally with the Finance, IT, Development and National Science teams to deliver function-specific projects.

**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 plan and execute a large number of tasks in an efficient manner. A positive and professional attitude and strong work ethic.
2. **Working with people:** Excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders. The ability to work effectively with a varied and diverse team within a geographically distributed organization.
3. **Project Management specifically technical/digital projects:** Experience in the planning, delivery and management of projects from inception to completion.
4. **Problem Solving:** You will need a well-developed ability to 'problem solve' and identify and recommend innovative solutions with limited resources.
5. **Resourcefulness:** The ability to improvise and 'problem-solve', developing practical solutions with limited resources.
6. **Information technology:** Intermediate to advanced ability in using standard business software packages (including Word, email, Excel) is essential. Intermediate to advanced experience in management of data and outputs. Experience with managing EAM/CMMS software and data form building software essential. Experience in configuring privacy and data security controls, access requests and building complex data relationships including financial data. Experience in Fulcrum, Asset Panda, Monday.com highly regarded. Experience with Microsoft productivity suite Office365, Sharepoint, PowerBI, PowerAutomate/Flow highly regarded. Experience with data ETL (Extract Transform Load) tools advantageous.
7. **A passion for conservation:** A passion for, or strong in interest in, conservation.
8. **Willingness to travel:** To AWC sanctuaries and other locations around Australia as required, including a willingness to spend periods at remote AWC sanctuaries.

**Qualifications:**

1. Formal qualifications in a relevant discipline are an advantage, however, this is less important than demonstrated strong, practical experience in a project or contracting environment.
2. Proven experience in delivering 'on-ground' results.

**Licenses & Certificates:**

1. *Valid* driver's licence.

**Inherent requirements of the role:**

The execution of tasks associated with the position is primarily office-based, however from time-to-time, you will be expected to travel to sites located in rural and semi-remote locations and can occasionally be away from an established field base. Whilst on site, the working environment can be outdoors and often in the extremes of weather – hot/cold and wet or dry. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

**Responsibilities:**

<b>1. Provide support to AWC regional and field-based staff and partnership clients.</b>
Key activities and responsibilities: Support the National Operations team to: <ul style="list-style-type: none"><li>• Provide support to field based and regional staff, regional administration staff and contract clients.</li><li>• Have a good understanding of the circumstances, resources and challenges that field staff are living with when delivering support.</li><li>• Manage incoming calls and emails in relation to technical projects and assist with enquiries forwarding them to the appropriate contact.</li></ul>
<b>2. Project management and administration of technical projects including a new asset management system and business and work plan reporting system.</b>
Key activities and responsibilities: Work independently to project manage technical projects including: <ul style="list-style-type: none"><li>• Planning, consulting, configuration, testing, training and roll-out/ completion with assistance from National Operations Team where applicable.</li><li>• Configure new Enterprise Asset Management (EAM) software including assistance configuring automated reporting and identifying centralized procurement opportunities and budget forecasting. This will include a new asset register with the ability to record service and maintenance of assets and insurance data.</li><li>• Work with the IT Department on the deployment of a system to improve data collection and reporting on work plans, metrics and task related budget performance. This will likely involve the integration of both a form based metric data collection tool for field-based staff and a business reporting software to create real-time and automated reports to an Executive and Board level. Work closely with multiple internal stakeholders including IT, National Operations Team, National Science Team, Development and field-based staff.</li><li>• Working closely with AWC stakeholders including field and regional staff, support staff (HR/IT/HSE/Development) through to communications up to key management and board positions.</li><li>• Clear communication with Operations Manager and project team on project milestones, deliverables and any delays or issues that may arise.</li><li>• Set up and maintain documentation as required to track the project success and deliverables.</li><li>• Set up testing, training and roll out package for new software systems aimed at field staff and ongoing administration.</li></ul>
<b>3. Assist and offer advice with the development and deployment of new project management software</b>

Key activities and responsibilities: Support staff to:

- Set up data sets and data fields using project management software to assist staff in their work task organization, viewing data in multiple formats and reporting.
- Integrate existing data by providing advice and training.
- Work with IT to set up data automations including notifications, alerts, shifting data and reports. This is likely to entail tools such as Microsoft PowerBI

#### **4. Other**

- Travel as required for project or operations delivery.
- Prepare materials and documents for projects
- Other tasks as directed by the Operations Manager, Chief Operations Officer or key Stakeholders:
- When required, undertake other operational duties (i.e. staff annual leave, sickness or absence or peak times).
- Answer incoming phone calls and direct to the relevant member/s of staff.
- Maintain appropriate filing system for all operational administrative records.
- Comply with AWC policies and procedures.
- Champion AWC values and OneAWC approach.