

Position Profile

Designation:	Operations Compliance Officer – Pilliga National Parks Projects NSW
Reporting to:	Regional Operations Manager
Supervises:	Supervision of other AWC staff and volunteers, contractors and researchers as required.
Based:	Narrabri (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.

AWC employees work under the model of OneAWC, 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 AWC working collaboratively with each other.

AWC has entered into a contractual project with the NSW Government for the management of two national parks: Mallee Cliffs National Park in south western NSW and an area of the Pilliga forest in north-central NSW.

Reporting to the Regional Operations Manager, the Operations Compliance Officer will assist the Operations Manager at each service site, with identifying and facilitating the necessary approvals, permits, compliance and systems necessary for the conduct of the project on national park estate as well as assisting with operational activities and planning works.

The NSW National Parks Project will be managed as part of the AWC North East (NE) and NSW Regional teams. The NSW project team consists of Land Management Officers, Wildlife Ecologists, and a range of research students and volunteers. Day-to-day operations and land management functions are overseen by the relevant Operations Managers. Day to day science activities are overseen by the relevant Senior Ecologist. The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies. The Operations Compliance Officer will support the project teams primarily with the research and facilitation of approvals and permits to ensure compliance with contracted project deliverables, regulated procedures for NSW NPWS and general administrative support.

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.

Other key positions

The position reports to the Regional Operations Manager.

- The position will work with a team of AWC land management and ecological staff involved in the NSW Project including land management officers, fencing teams, feral animal control officers, contractors and volunteers.
- 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 will work closely with the AWC National Operations Coordinator and the AWC National Operations team to ensure AWC culture, model, processes and systems are implemented (eg; Safety, Finance, HR etc.)
- The position works collaboratively with project based Wildlife Ecologists & the NSW Senior Ecologist (reporting to the AWC National Science and Conservation Manager).

Primary responsibilities

The primary responsibilities are to:

- Develop and maintain a schedule of policies and procedures, permits and approvals and administrative processes relevant to AWC's conduct of conservation land management activities on NSW national park estate, including and not limited to:
 - firearms licencing , accreditations, staff authorisations and standards;
 - shooting activity plans and reporting schedules;

- pest animal and pest plant treatment staff accreditations and authorisations, and operational standards;
 - bait and chemical registers and reporting schedules;
 - fire management staff accreditations; and
 - operational preparedness and reporting schedules.
- Consult and engage with the NSW NPWS contract management team, AWC Operations Managers and Senior Ecologists to support operational compliance administration for the Contract between AWC and NPWS.
 - Consult and engage with AWC Operations Managers and Senior Ecologists, and the AWC IT unit to develop and maintain data recording and reporting systems, hardware and software relevant for the Contract.
 - Consult and engage with local and regional NPWS Branches in relation to compliance with procedural permits, approvals and reporting requirements for AWC's conduct of conservation land management activities on NSW national parks.
 - Assist the AWC management team to identify and measure compliance with Contract deliverables.
 - Maintain project plans and schedules for reporting to assist the Regional and Operations Managers, Senior Ecologists and National Operations Coordinator measure compliance with Contract deliverables.
 - Assist the Operations Managers with the development and implementation of operational conservation land management work plans and activities.
 - Provide general administrative support to the project

Critical Competencies:

1. Excellent organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
2. Excellent relationship/interpersonal skills, including a demonstrated ability to develop relationships with stakeholders both internal and external including field staff, suppliers, contractors, local and State government agencies.
3. A well-developed ability to 'problem solve' and identify and recommend innovative solutions with limited resources.
4. Excellent writing skills, including the demonstrated ability to draft effective approval applications, reports and other correspondence.
5. Strong attention to detail.
6. Advanced ability in using standard business software packages (including Word, email, Excel, MS Project).

7. Demonstrated knowledge and hands-on practical implementation of land management programs for conservation outcomes including fire management, weed and feral animal control programs.
8. An interest in the conservation of Australia's wildlife and habitats.
9. Demonstrated ability to work as part of a team and independently as required.
10. A willingness to travel to other AWC sanctuaries and locations around Australia as required.
11. A strong work ethic including a willingness to work extended hours and weekends as required and a willingness to work in remote and difficult locations.

Experience/Qualifications:

1. Previous experience in project and contract administration or a similar role is essential. Previous experience in government project and contract administration will be highly regarded.
2. Experience in delivering innovative and effective solutions is more important than formal qualifications.

Licences & Certificates:

1. A *valid* manual driver's licence with 4WD experience.
2. First aid certificate (desirable).
3. Police clearance certificate.

Inherent requirements of the role:

The execution of tasks associated with the position may primarily be office based, however you will be expected to travel to sites located in rural and semi-remote locations and can occasionally work away from an established field base. Whilst on site, the work environment can be outdoors and often in the extremes of weather – hot/cold and wet or dry. On occasion, the work may be physically demanding, requiring heavy muscular activity including lifting and carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. You may also be required to carry out frontline firefighting duties or participate in fire support roles subject to completion of necessary training. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities:

1. Develop and maintain a schedule of the policies and procedures, permits and approvals, and administrative processes relevant to AWC's conduct of conservation land management activities on NSW national parks including and not limited to;
 - a. firearms license, staff accreditations and standards,
 - b. shooting activity plans and reporting schedules,
 - c. pest animal and pest plant treatment staff accreditations and standards,
 - d. bait and chemical registers and reporting schedules,
 - e. fire management staff accreditations,

f. operational preparedness and reporting schedules
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Research and source policies, procedural documents, approval processes, management plans etc. This includes, but not limited to: <ul style="list-style-type: none"> • Existing management plans; • National Park policy documents; • Local and State government approvals and policy documents; • Indigenous cultural heritage management plans; • Contract reports; • Annual work plans; • Strategies ; • Project Schedules; and • Budgets. • Develop working relationships with both internal and external stakeholders as they relate to the approvals required for Contract deliverables; • Develop and maintain the schedule of documents over time as part of the Project resource material; • Ensure all documentation developed for the project is maintained.
2. Consult and engage with the NSW NPWS contract management team, AWC Operations Managers and Senior Ecologists to support operational compliance administration for the Contract between AWC and NPWS.
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Through consultation and engagement, research and develop a working knowledge of relevant approvals, permits and planning requirements; • Provide advice to the management team on approvals, planning and compliance; • Assist the Regional Operations Manager NE / NSW and the National Operations Coordinator with ensuring compliance to the project deliverables, including: <ul style="list-style-type: none"> • Reporting obligations are met; • Management plans are developed; • Timelines and milestones are achieved ahead of schedule; • Obligations as related to Safety and Environmental Management plans are implemented <i>(in conjunction with the AWC Safety Management System and operations team ensuring that as far as practicable, systems and processes model that which exist within AWC).</i>
3. Consult and engage with AWC Operations Managers and Senior Ecologists, and the AWC IT unit to develop and maintain data recording and reporting systems, hardware and software relevant for the Contract.

<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Maintain and keep up to date project schedules; • Liaise with staff including the Pilliga and Mallee Cliffs Operations Managers and Ecologists to ensure the Project and activity reporting platforms and requirements are accurate and comprehensive; • Provide reports to the management team as requested; <p>Advise the management team on issues, slippage and critical paths.</p>
<p>4. Consult and engage with regional and State NPWS Branches in relation to researching and complying with procedural permits and approvals and reporting requirements for AWC's conduct of conservation land management activities on NSW national parks.</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Identify and develop relationships with key NPWS Branch and Area personnel in relation to the AWC Projects; • Conduct research and engagement with NPWS and other relevant Organisations, Authorities and specialists in relation to managing compliance and approvals for operational activities in the Projects.
<p>5. Assist the management team to identify and measure compliance with contract deliverables</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • identify relevant Contract deliverables as they relate to specific stages of operations or reporting; • Engage with the AWC and NSW contract management team to identify and manage compliance to relevant Contract deliverables.
<p>6. Maintain project plans and schedules for reporting to assist the Regional and Operations Managers, Senior Ecologists and National Operations Coordinator.</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist with the scheduling and delivery of key AWC activity reports; • Assist with the scheduling and delivery of key NSW Project or Contract activity and compliance reports; • Assist the NSW project team with meeting new and unscheduled activity reporting and updates including internal documents and media etc; • Establish and maintain effective relationships with: <ul style="list-style-type: none"> ○ NSW National Parks & Wildlife staff; ○ Visitors; ○ Neighbouring landholders and the local community; ○ Relevant government agencies, including local government and emergency services; and ○ Other stakeholders such as mining companies. • Assist with the planning, co-ordination and implementation of events as required • Assist with the provision of information and material for AWC's communication, education and fundraising activities including newsletters, website, media etc.

7. Assist the Operations Managers with the development and implementation of operational conservation land management work plans and activities.
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist Operations Managers and Senior Ecologists with work plans and schedules according to Contract deliverables.
8. Provide general administrative support to the project
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Provide general administrative support across the Project and AWC programs as required. • Comply with AWC policies and procedures. • Champion AWC values and OneAWC approach.