

Position Profile

Designation:	Land Management Officer (Charnley)
Reporting to:	Operations Manager (Charnley & Wiliggin)
Supervising:	From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Charnley River Wildlife Sanctuary

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 31 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.

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'.

Three of AWC's sanctuaries are in the Kimberley region: Mornington, Marion Downs, and Charnley-River, along with four partnerships, the Dambimangari, Wiliggin, and Yulmbu Aboriginal Corporations, and the Commonwealth Department of Defence controlled Yampi Sound Training Area. In total, these sanctuaries and partnerships cover a combined area of over 4.3 million ha and protect numerous threatened habitats and species. The Wildlife Link Centre for Research and Conservation at Mornington is the base for an award-winning land management and science program.

Reporting to the Operations Manager, the Land Management Officer will assist in the implementation of a range of land management programs (fire management including prescribed burning and wildfire suppression, feral animal control and weed management) at Charnley River Wildlife Sanctuary, this is an on-going position. This is an exciting opportunity to carry out land management that is closely integrated with comprehensive science and monitoring programs in one of Australia's most important ecological regions.

The role will be based at Charnley Wildlife Sanctuary on a roster arrangement, moving between Charnley and Broome. This role may be required to report to Operations Managers at other Kimberley sanctuaries

on occasions, the successful candidate will work alongside other AWC land management staff, researchers and volunteers. You will work closely with the land management team to support ongoing fire management, feral animal control and weed management programs.

Ideally you will have experience across a broad range of natural resource / land management functions. Good communication skills across a wide range of groups including neighbouring landholders, scientists, traditional owners, volunteers, contractors and visitors is essential. Experience in a trade, or appropriate tertiary education and an ability to operate a computer is desirable. You will need to be organised, hands-on, experienced in living and working in remote areas and have a background or interest in nature conservation.

The Land Management Officer will 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 SE region.

The Land Management Officer will be capable of coordinating 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.

Key positions in NW relative to this role:

The Land Management Officer reports directly to, and supports, the Charnley River Wildlife Sanctuary Operations Manager, and will liaise closely on occasions with other staff in the NW, in particular:

- *Regional Operations Manager*; who oversees and co-ordinates the land management projects of the Kimberley Region
- Mornington, Marion Downs and Tablelands Sanctuary Manager; who runs the day to day land management and operations of the sanctuaries.
- *Dambimangari & Yampi Sanctuary Manager* who oversees operations and co-ordinates land management across both sanctuaries.
- *Land Management Officers* who are responsible for implementing on ground land management programs over the six properties in the NW.
- *Sanctuary Officer (mechanical)* who undertakes all servicing of plant, equipment and vehicles;
- *Administration & Operations Support Officer (NW)* who administers operations, administration and logistics;
- A team of *ecologists*, including the Regional Ecologist (NW), who implement the NW conservation and science programs.

Inherent requirements of the role:

The execution of tasks associated with the position involves extensive fieldwork, which can be for multiple days/nights on occasions and in remote locations away from an established field base. The working environment is predominantly outdoors and often in the extremes of weather (0 in the winter; up to 45 degrees+ in the summer) – hot and wet and/or dry, especially when conducting fire and pastoral operations. The position is physically demanding, requiring heavy muscular activity including lifting, carrying, pushing

and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of residing at this remote location and performing these activities in order to carry out the inherent role requirements.

Critical Competencies:

1. Demonstrated practical experience in a land management or conservation role, or in an associated industry.
2. A degree, diploma or certificate qualification in Conservation and Land Management or similar, or the willingness to undertake training as required.
3. A valid manual drivers' licence.
4. The ability to obtain a current WA Police Certificate.
5. The ability to obtain a Western Australian firearms license.

Desirable Competencies:

1. Good prioritisation skills and the ability to execute several tasks in an efficient manner.
2. Experience managing and supervising staff, contractors and volunteers.
3. Experience coordinating project based work.
4. A qualification for, or practical experience in, one or all of the following trades - building, mechanical, fencing, plumbing, welding, steel fabrication & electrical.
5. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
 - a. General Infrastructure projects such as building maintenance and fencing.
 - b. Implementation of an asset and infrastructure maintenance programs.
 - c. Ability to use a range of plant and equipment and carry out routine mechanical repairs to:
 - i. 4WD's, ATV's, tractors.
 - ii. Generators, pumps etc – any experience with solar power systems highly regarded
 - iii. Power tools including chainsaws, welders, and electrical tools.
 - iv. Fire-fighting and weed spraying equipment
6. Excellent relationship-building skills, including the ability to develop and maintain relationships with a diverse range of staff and stakeholders.
7. Ability to improvise to find practical solutions to issues on a remote sanctuary using limited resources.
8. Experience preparing inventories and reports.
9. The ability to manage financial resources including coding and tracking expenditure and operating within a budget.
10. Demonstrated experience in the use of computers, including the use of Microsoft Office programs and GIS programs such as ARC or Qgis.
11. First aid certificate, preferably senior/remote.
12. Firearms experience is desirable, including the ability to obtain a Western Australian firearms license.

Responsibilities:

1. Develop and maintain Assets & Infrastructure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none">• Ensure the approved inventory of assets and infrastructure is maintained.• Undertake maintenance of assets and infrastructure per the approved maintenance schedule. Assets may include:<ul style="list-style-type: none">• Buildings<ul style="list-style-type: none">• Roads, airstrip, walking trails, fire-breaks, campgrounds etc.• Fence removal• Ground maintenance• Record all maintenance activity per approved AWC procedures, including recording the use and replacement of assets such as fuel, equipment and maintenance supplies.• As required and in accordance with AWC's purchasing and procurement policy, source quotes, suppliers, materials etc. for infrastructure and asset maintenance and development.
2. 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 Operations Manager, provide data and assist where required for the preparation of draft Operational plans and budgets for Charnley.
3. Implement the approved Land Management activities
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none">• In accordance with the approved operational plan, and under direction of the Operations Manager, implement key land management and conservation programs including:<ul style="list-style-type: none">• Weed control<ul style="list-style-type: none">• Deliver weed control work plans• Ensure chemical stock levels are maintained• Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards; and• Ensure anyone under your supervision using chemicals is adequately trained (and appropriately licensed where required by relevant legislation) in their use and has recently reviewed the relevant MSDS.• Feral animal control<ul style="list-style-type: none">• Implement approved control programs per approved AWC procedures• Participate where required in regular surveys of feral animal numbers and types; and• Keep detailed records, per approved AWC procedure.• Fire management<ul style="list-style-type: none">• Undertake training with site staff to ensure you are competent in the use of fire-fighting equipment; and• When directed, undertake prescribed burning per the approved burn plans, including fire scar data collection and assisting with wildfire suppression.

<ul style="list-style-type: none"> • Other land management duties as required <ul style="list-style-type: none"> • As directed, assist in the implementation of strategies and work plans related to the research and monitoring programs, for example: <ul style="list-style-type: none"> • The establishment and maintenance of research and monitoring sites across the sanctuaries; and • Participating in and providing support to scientific staff in relation to conducting biodiversity surveys. • Assist in reporting on the effectiveness of AWC's land management strategies in abating relevant threats and protecting wildlife and ecosystems. • Ensure detailed records are kept for reporting through AWC activity metrics
4. Staff, contractor and volunteer co-ordination
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, supervise: <ul style="list-style-type: none"> • Other staff • Contractors; and • Volunteers. • Assist with the induction and supervision of volunteers. • Ensure that you undertake a safety induction and that you provide the same to any staff, volunteers or contractors for which you have management/supervisory responsibility. • Provide appropriate safety induction (i.e. Conditions of Entry) to visitors. • Ensure all relevant policies are complied with in relation to visitors, volunteers and contractors including (but not limited to) occupational health and safety. • Notify the Operations Manager immediately of all incidents, accidents or near misses and ensure necessary reports are filled out and submitted per the approved AWC policies and procedures within the designated timeframes.
5. Administration, Finance & Reporting
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure that all expenditure is in accordance with AWC policies and procedures. • 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.
6. Volunteers, visitors, fundraising and stakeholders
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist with the volunteer program by following the approved volunteer induction procedure to ensure that Volunteers are managed appropriately while on Sanctuary. • Assist with the implementation of the approved visitor strategy. • Maintain and improve visitor facilities. • As required, assist in the implementation of fundraising programs including for example by assisting in the logistics and conduct of supporter visits.

- Ensure photos and information is gathered for inclusion to weekly reports
- Maintain effective relationships with neighbours, government agencies, indigenous groups and other related parties.

7. Health, Safety and Risk Management

Key activities and responsibilities:

- Support the Operations Manager with on-going risk assessments and reviewing the risk management plan for operational activities. The risk assessments and management plan must aim to protect the health and safety of everyone on the Sanctuary including you, staff, contractors, volunteers and visitors, as well as minimising public liability risk.
- Support the Operation Manager by ensuring appropriate management of risks in relation to the health and safety of staff, contractors and volunteers.
- Ensure that Project Risk Assessments (PRA's) are completed prior to the start of any project and that project staff are inducted to the PRA.
- Implement and comply with the provisions of the approved management plan. In particular:
 - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.
 - Ensure that any staff, volunteers or contractors for which you have supervisory responsibility, have undertaken adequate training and been provided with necessary PPE before they use any plant, equipment, tools and/or vehicles.
 - Ensure incident reports (including near miss reporting) are completed in a timely manner per AWC policies and procedures.
- Maintain a working knowledge of AWC's safety policies and procedures and regularly review any updates via the AWC intranet.
- Undertake operations in a manner consistent with the conservation values of AWC, including promoting a culture of environmental and ecological sustainability.
- Ensure that all waste is minimised (i.e. recycle where possible).

8. Undertake other tasks, as required

Key activities and responsibilities:

- As required by the Operations Manager, Regional Operations Manager and/or the National Operations Manager, undertake other specified tasks at other AWC sanctuaries, or managed areas.
- Comply with AWC policies and procedures.
- Champion AWC values and ONEAWC initiative.