

Position Profile

Designation:	Senior Land Management Officer (SLMO)
Reporting to:	Operations Manager
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:	Mornington 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.

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

Three of AWC's sanctuaries are in the Kimberley region: Mornington, Marion Downs, and Charnley-River, along with four partnerships, the Dambimangari, Wilinggin, 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.

While the Senior Land Management position is based at Mornington Wildlife Sanctuary, AWC North West Region, works on a cooperative approach across all management zones. You may, for reasonable periods of time, be required to work on other management zones within the region. In emergency situations, such as the occurrence of widespread and threatening wildfires, you may be required to assist on management zones outside of the region.

The North West region consists of a team of permanent staff, and also utilises interns, research students, and a range of casual staff and volunteers working across seven different management zones. The region is managed, overall, by a Regional Operations Manager (Operations) and by a Regional Ecologist (Science). Day-to-day operations are overseen by the individual Operations Managers and science programs by a Senior Ecologist, who are responsible for each management zone. 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 Senior Land Management Officer will report to, and support, the Operations Manager with the planning and implementation of conservation and operational programs.

The Senior Land Management Officer act in the role of Operations Manager in their absence.

Other key positions relating to this role:

The Senior Land Management Officer reports directly to the Operations Manager, and will liaise closely with other staff, in particular:

- *Land Management Officers* whose main responsibilities consist of feral animal control, weed control, fire management and infrastructure development and maintenance.
- *Ecologists* who implement the conservation and science programs.
- *Administration Officer (NW)* who administers operations, administration and logistics;

Inherent requirements of the role:

The execution of tasks associated with the position will involve fieldwork in remote locations and can be away from an established field base. 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 will require walking and climbing over rough terrain and carrying out tasks that are physically demanding. In addition, the applicant will be required to conduct periods of office work.

Critical Competencies:

1. **Getting things done:** enhanced planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
2. **Managing staff:** excellent people management skills, including the leadership of, and managing and coordinating teams of volunteers, sanctuary officers and contractors, particularly in remote locations.

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 of and practical experience in 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 desirable, including:
 - a. The implementation of infrastructure projects such as fencing, roads and building.
 - b. The management and use of a wide range of plant and equipment (tractors and implements, generators, pumps and power tools, including chainsaws, welders etc)
 - c. Basic skills and experience across a number of areas (building, mechanical, fencing, plumbing, welding & electrical), including the ability to carry out routine tasks and maintenance.
 - d. Bushfire control training and experience.
 - e. 4WD experience in relevant off-road conditions.
5. **Financial management:** demonstrated ability to deliver projects in a cost-effective manner and be able to apply coding and track expenditure, operating within the budget.
6. **Paperwork/compliance:** demonstrated ability to keep and maintain records and in the preparation of reports.
7. **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
8. **Living in the bush:** previous experience of working and living in a rural area, preferably remote, and the supervision of teams in geographically diverse locations is desirable.
9. **Information technology:** Ability in using standard business software packages (including Word, email, Excel) is essential and well developed GIS skills are highly desirable.
10. **A passion for conservation:** Understanding of, and interest in, ecology and conservation issues.
11. **Willingness to travel:** An ability and willingness to work in diverse locations.
12. **Willingness to conduct activities in helicopters and light planes:** helicopter and light plane travel activities are required from time-to-time to undertake the duties associated with this role.

Qualifications:

1. Formal qualifications at a Certificate 3 level and above, in a relevant discipline (Conservation and Land Management, Ecology, Environmental Science) are desirable or alternatively, considerable hands on experience in the planning, implementation and management of conservation and infrastructure based projects.
2. **Licenses & Certificates:**
 - I. A valid manual drivers licence is essential with 4WD training and experience in driving in difficult conditions desirable.
 - II. Remote First Aid certificate (desirable).
 - III. Police clearance certificate.

Key Activities and Responsibilities:

1. Sanctuary assets & infrastructure
<p>Assist the Operations Manager to:</p> <ul style="list-style-type: none">• Ensure an inventory of all assets and infrastructure is maintained.• 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.• Record all maintenance activity and record the use and replacement of assets including fuel, equipment and maintenance supplies.
2. Land Management activities
<p>In accordance with approved Operational plans, oversee and undertake key land management and conservation programs including:</p> <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. Assist with fire scar data collection and the suppression of wildfires.○ Other land management duties as directed.○ Assisting the Operations Manager in reporting on the effectiveness of AWC's land management strategies. <p>As requested, assist the science team in the implementation of strategies and work plans relating to research, inventory, and monitoring programs at AWC's properties.</p>
3. Assist with the development of the Operational plan and budget
<p>As requested by the Operations Manager, provide data required for the preparation of draft Operational plans and budgets.</p> <ul style="list-style-type: none">• Implement the actions set out in the approved Operational plan and, as requested, provide reports detailing progress in implementation.• Seek approval for any variation from the Operational plan and, if approved, implement amended plan.
4. Administration, Finance & Reporting
<ul style="list-style-type: none">• Ensure all expenditure is approved by the Operations Manager, in accordance with the approved budget and operational plan. Ensure expenditure is in accordance with AWC policies and procedures. If expenditure is not identified in the budget and operational plan, then seek relevant approval from the Operations Manager.• Ensure that expenditure falls within the financial delegation limits as per the position, unless authority has been sought from the Operations or Regional Manager.• Maintain other records in relation to carrying out land management program as required.

5. Staff, contractor and volunteer co-ordination
<p>As required, and under the direction of the Operations Manager, co-ordinate, engage, supervise and ensure the safety of:</p> <ul style="list-style-type: none"> • Other staff, including casuals; • Contractors; • Volunteers • Visitors <p>Ensure all relevant AWC policies are complied with in relation to the engagement of contractors, staff and volunteers.</p>
6. Stakeholders
<p>Maintain effective relationships with:</p> <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
<ul style="list-style-type: none"> • Assist the Operations Manager and Land Management Officers in undertaking risk assessments and the preparation and review of a risk management plan for operations in the NW. • Ensure appropriate management of risks in relation to the health and safety of yourself, other staff, contractors and volunteers. • Under the direction of the Operations 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 OH&S and emergency procedures are followed. • Ensuring incident 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. Leadership
<ul style="list-style-type: none"> • As delegated, manage a small team of Land Management Officers, volunteers and/or external contractors in the field. • Promote AWC's mission and values amongst AWC staff, partners and stakeholders
9. Undertake other tasks, as required
<ul style="list-style-type: none"> • As required by the Operations Manager, undertake other specified tasks as required. • Comply with all AWC policies and procedures. • Champion AWC values and ONEAWC initiative.