

## Position Description

<b>Designation:</b>	<b>Mallee Cliffs National Park Operations Manager</b>
<b>Reporting to:</b>	<b>NSW Operations Manager</b>
<b>Supervises:</b>	<b>Land Management Officers, and periodically as directed other employees (permanent and casual), contractors, volunteers, students and visitors.</b>
<b>Based:</b>	<b>Mallee Cliffs National Park, via Buronga NSW (Mildura)</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 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.

### 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.

### Site Context:

AWC has entered into an historic partnership, Relocation of Locally Extinct Mammals (RoLEM) with the NSW Government for the management of two State protected areas; Mallee Cliffs NP in southwestern NSW and the Pilliga State Conservation Area in north-central NSW.

At each project, AWC will:

- Reintroduce mammals by establishing a large feral predator-free area (several thousand hectares), using conservation fencing, into which up to 10 threatened mammal species will be released.

- Deliver associated land management (feral animal control, weed control etc.) and science services across the national parks.

This is a ground-breaking new partnership model – the first public-private collaboration of its kind in Australia.

Reporting to the AWC SE Operations Manager, the Mallee Cliffs NP Operations Manager's organisational responsibilities will include:

- Coordinating and supervising the delivery of land management services across the Mallee Cliffs NP area utilising AWC systems and processes.
- Proactively engaging with AWC's National and SE Region science teams and SE operations teams to ensure seamless integration between the operations and science programs.
- Maintaining a close and effective working partnership with the NSW National Parks and Wildlife Service including personnel from the local Mallee Cliffs NP, regional representatives and RoLEM project managers .
- Contributing to the leadership of AWC by engaging with peers and leaders across the AWC organisation.
- Living the AWC organisational culture of a strong focus on outcomes; good science; and practical, and cost-effective delivery.
- Engaging positively with the local community and other key stakeholders.

Key relationships will include:

- This position reports to the SE Operations Manager, and ultimately to the Chief Operations Officer.
- The position will work with a team of land management staff including employees, contractors and volunteers.
- As directed by the SE Operations Manager, the Mallee Cliffs NP Operations Manager will have day to day responsibility for supervising the land management team.
- This position will work closely with the SE Operations team led by the SE Operations Manager.
- The position will also work closely with AWC's SE regional science team led by the SE Regional Ecologist and the National Science team.

As directed by the Regional Operations Manager, the Mallee Cliffs NP Operations Manager will liaise with AWC's Development and Communications team, noting that AWC is making a significant philanthropic investment as part of the partnership with the NSW government and NSW NPWS.

#### **Critical Competencies:**

1. **Getting things done:** exceptional planning and organisational skills, including proven ability to coordinate, prioritise and execute a large number of tasks in an efficient manner.
2. **Supervising staff:** self-starter capable of leading and working as part of a team (including employees, contractors, volunteers and students) with demonstrated supervisory and leadership experience.
3. **Working with people:** excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
4. **Infrastructure and asset management:** demonstrated substantial practical skills in asset maintenance and infrastructure projects including:
  - a. Supervising and hands-on implementation of infrastructure projects such as fencing, buildings, services i.e. energy and water systems;
  - b. Supervising and implementation of an asset maintenance program; and
  - c. Ability to use a wide range of plant (e.g. tractor, 4WD's) and equipment, including performing routine repairs and maintenance (including mechanical).
5. **Land management:** demonstrated knowledge and practical experience delivering land management programs including:

- a. Planning and hands-on delivery of feral eradication programs both within fenced areas and across unfenced landscapes;
  - b. Planning and hands-on delivery of prescribed fire programs, including wildfire response; and
  - c. Planning and hands-on delivery of weed removal programs.
6. **Financial management:** demonstrated ability to help deliver projects in a cost-effective manner and to assist in the management of financial resources including:
- a. Developing and operating within an agreed budget and operational plan for the Mallee Cliffs NP; and
  - b. Coding and tracking expenditure and preparing written financial and operational reports.
7. **Human resources management:** proven ability in recruiting, managing, developing and leading staff to deliver programs and projects to plan including effective collaboration and teamwork with other teams such as the NSW Science team as required.
8. **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
9. **Living in the bush:** previous experience and ability to work and live in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
10. **Compliance:** the ability to understand obligations and lead a team to ensure they are met.
11. **Information technology:** intermediate competence in using standard business software packages including Word, Excel, MS Outlook, and cloud servers (such as drop box) is essential.
12. **Nature conservation:** experience and an interest in nature conservation.

#### **Qualifications and Experience:**

- 1. Relevant qualifications preferable, however consideration will be given to applicants with depth of relevant operational and/or land management experience.
- 2. Proven experience in delivering 'on-ground' results.

#### **Licenses & Certificates:**

- 1. Valid manual driver's license with 4WD experience in difficult conditions is essential.
- 2. Experience operating agricultural machinery such as trucks and tractors and relevant licenses, where required.
- 3. Bushfire training and experience.
- 4. Current Senior first aid certificate (remote certification – highly desirable).
- 5. Current Police clearance certificate.
- 6. Relevant firearms experience and valid license.

#### **Inherent requirements of the role:**

The execution of tasks associated with the position involves extensive fieldwork in a rural and semi remote location, and can occasionally be away from an established field base working alone. The working environment is predominantly outdoors and often in extremes of weather – hot or cold and wet or dry. The position is physically demanding, requiring heavy muscular activity including lifting and carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

#### **Responsibilities:**

<p><b>1. Supervision of staff (employees, contractors and volunteers)</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Supervise a team comprising employees, contractors and volunteers.</li> <li>• Ensure any employees, contractors, volunteers or students under your supervision comply with all relevant AWC policies including safety.</li> <li>• Foster, and be an advocate for, the adoption of AWC culture (outcome focused, good science, strong team, cost-effective).</li> </ul>
<p><b>2. Development of Mallee Cliffs NP annual works plans and budget</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Prepare annual draft work plans for Fire, Feral and Weeds programs for Mallee Cliffs NP.</li> <li>• Prepare an annual draft budget for Mallee Cliffs NP.</li> <li>• Annual Works plans and budgets must address key issues including: <ul style="list-style-type: none"> <li>○ General operational and land management including asset and infrastructure management and maintenance (including the critically important predator-proof fence);</li> <li>○ Infrastructure and asset management</li> <li>○ Fire management;</li> <li>○ Feral animal control; and</li> <li>○ Weed control.</li> </ul> </li> </ul> <p>Note. The plans and budgets are to be developed in conjunction with the Mallee Cliffs NP Senior Wildlife Ecologist and submitted to the SE Regional Operations Manager for review in the agreed timeframe. Approval is by the Chief Operations Officer and Chief Scientist.</p>
<p><b>3. Implement AWC systems and the approved Mallee Cliffs NP works plans</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Under instruction and supervision of the SE Regional Operations Manager, ensure that AWC systems are implemented and adhered to.</li> <li>• Implement the actions set out in the approved works plans noting the priority areas of fire management, weed control, feral animal control and asset and infrastructure management and maintenance (see section 7 below).</li> <li>• Where necessary assist the SE Regional Operations Manager with the recording and compilation of information required for reporting purposes.</li> </ul>
<p><b>4. Ensure appropriate management of risks in relation to the health and safety of all staff (including employees, contractors, volunteers, students) and visitors</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• In accordance with the requirements of the Chief Operations Officer, undertake a project risk assessment (PRA) and prepare a risk management plan for activities at Mallee Cliffs NP. The risk assessment and management plan must aim to protect the health and safety of employees, contractors, volunteers, students and visitors.</li> </ul>

- Implement and comply with the provisions of the approved risk management plan and AWC Safety policies and procedures, including Safe Work Practices for AWC Ecologists (where relevant to operational activities).
- Ensure that all relevant safety management system documentation, and procedures are in place. Conduct tests and familiarisation sessions with Mallee Cliffs NP staff.
- In particular:
  - Ensure that an induction system is in place, implemented and audits are completed in accordance with the AWC safety policies and procedures;
  - Ensure emergency procedures, including check in and check out systems, are developed and posted in appropriate locations;
  - Ensure the installation and use of hazardous materials and equipment is compliant with AWC safety policies, procedures and regulatory requirements;
  - Ensure required staff based at Mallee Cliffs NP have current Advanced First Aid qualifications;
  - Ensure that Project Risk Assessments are completed for all Mallee Cliffs NP projects;
  - Ensure that you, and any other staff (for which you have supervisory or management responsibility) have adequate training (and or licenses) before any use of plant, equipment, tools and/or vehicles, and that during use they all AWC safety policies and processes are complied with;
  - Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner; and
  - Where an incident has been recorded, in conjunction with the SE Regional Operations Manager, investigate the causes of the incident and what measures can be implemented to prevent a reoccurrence.

## 5. Manage the operational activities associated with the RoLEM Project

Key activities and responsibilities include:

- Manage staff (employees, contractors, volunteers, students and visitors), by providing direction and by undertaking, construction and other related activities to ensure successful delivery of the RoLEM Project.
  - Managing staff (employees, contractors, volunteers, students and visitors) and ensuring quality control is maintained (i.e. infrastructure and fences are built to approved specifications) and assisting where necessary; and
  - Support the SE Regional science team with associated translocations programs to Mallee Cliffs NP.
  - Implement the approved fire management strategy.
- The on-going maintenance of the predator-proof fence is the priority focus for this role.
- Once construction of the fence is complete, undertake regular (no less than twice weekly) checks to ensure:
  - Integrity of the fence; and
  - Any on-going maintenance needs including (but not limited to):
    - Removal of weeds;
    - Maintenance of fire breaks; and

<ul style="list-style-type: none"> <li>▪ Repair damage from animal impact, including burrowing animals (both from within and outside the fence).</li> <li>• Any future construction.</li> <li>• Any animal husbandry activities in relation to translocated animals.</li> </ul>
<p><b>6. Develop and maintain Mallee Cliffs NP assets and infrastructure</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Ensure the maintenance of an inventory of all assets (including fuel) and infrastructure.</li> <li>• Ensure appropriate insurance cover is in place for all assets, as per approved AWC policies and procedures.</li> <li>• Establish, and keep up-to-date, an approved maintenance schedule for all assets and infrastructure.</li> <li>• In accordance with the approved maintenance schedule, and as required, ensure the maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles) is completed.</li> <li>• 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.</li> <li>• Oversee and, once approved, deliver improvements to infrastructure.</li> <li>• Undertake maintenance, repair and development of: <ul style="list-style-type: none"> <li>○ All buildings including accommodation (see point below in relation to property inspections);</li> <li>○ All infrastructure services including energy, water, heating/cooling, sewerage, etc.;</li> <li>○ Road and track maintenance (fire breaks noted in section 8. below);</li> <li>○ Vehicle maintenance;</li> <li>○ All generators, and solar systems (including on accommodation);</li> <li>○ Workshop, plant and equipment; and</li> <li>○ Infrastructure development projects.</li> </ul> </li> <li>• Undertake accommodation property inspections prior to vacating and any new occupation. Ensure: <ul style="list-style-type: none"> <li>○ The Chief People Officer is advised of any issues per the Accommodation policy, prior to vacating of the premises;</li> <li>○ All inventory is located, is in full working order and undamaged;</li> <li>○ The accommodation is in good repair including all associated services such as energy systems, water tanks, heating/cooling, plumbing, gas, etc.;</li> <li>○ The accommodation is left in a clean and sanitary condition including surrounding outdoor areas; and</li> <li>○ There is no pest damage including having carpets professionally treated if animals have been kept in the premises, and directed by AWC. Pest damage also includes by native and feral animals.</li> </ul> </li> </ul>
<p><b>7. Participate in the development of land management strategies at Mallee Cliffs NP</b></p>
<p>Key activities and responsibilities include:</p>

<ul style="list-style-type: none"> <li>• Work with the SE Regional science team in the development of land management strategies at Mallee Cliffs NP. For example: <ul style="list-style-type: none"> <li>○ Assist in the preparation of strategies addressing fire management, feral animal and weed control and other threats as per the approved AWC planning framework;</li> <li>○ Assist in the development of annual work plans related to weed control, fire management, feral animal control and the abatement of other threats; and</li> <li>○ Play a key role in the preparation of Mallee Cliffs NP management plans.</li> </ul> </li> </ul>
<p><b>8. Implement the approved land management strategies at Mallee Cliffs NP; including operational elements of the RoLEM Project</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• In accordance with the requirements of AWC systems, and approved operational plans and land management strategies, oversee and implement key land management programs including: <ul style="list-style-type: none"> <li>○ Feral animal control <ul style="list-style-type: none"> <li>▪ Construction and maintenance of predator-proof fencing and other infrastructure associated with the restoration project;</li> <li>▪ Eradication and control of feral animals within the fenced area (and continue low level monitoring to ensure eradication is successful post- reintroductions); and</li> <li>▪ Upon the completion of a strategy, implement feral animal control across the sanctuary.</li> </ul> </li> <li>○ Weed control.</li> <li>○ Fire management &amp; control including: <ul style="list-style-type: none"> <li>▪ Protection of infrastructure, animals and habitat from wildfire;</li> <li>▪ Fire breaks; and</li> <li>▪ Management of fuel loads (i.e. slashing, burning etc.).</li> </ul> </li> <li>○ Routine animal husbandry activities.</li> <li>○ Other land management duties.</li> <li>○ Infrastructure development.</li> </ul> </li> </ul>
<p><b>9. Implement the Visitor Management Program</b></p>
<p>In consultation with the SE Regional Operations Manager, implement the Mallee Cliffs NP visitor management program including:</p> <ul style="list-style-type: none"> <li>• Establishing and maintaining the camp ground, ensuring facilities and equipment is serviceable and maintained for the visitor season.</li> <li>• Ensuring information relating to Mallee Cliffs NP is up to date, relevant, and is in accordance with the requirements of the Chief Marketing and Communications Officer (that is – consistent branding and messaging).</li> <li>• Ensuring a site booking system is implemented, and that a cash management system is in place that is in accordance with the requirements of the Chief Finance Officer.</li> <li>• Ensuring that guide notes and other relevant documentation is updated each season.</li> </ul>
<p><b>10. Report on the Mallee Cliffs NP operational plan and budget</b></p>
<p>Key activities and responsibilities include:</p>

- In accordance with the requirements of AWC systems:
  - Work with the Mallee Cliffs NP Senior Wildlife Ecologist to develop (and report against) the Mallee Cliffs NP operations plan and budget, including activity reporting, financial reporting etc.;
  - Provide a quarterly report detailing progress in implementing the operations plan, in accordance with the approved format/procedure;
  - Provide additional progress reports, as requested; and
  - Seek approval for any variation from the operational plan, and if approved, implement the plan.

#### **11. Financial management and reporting**

Key activities and responsibilities include:

- Ensure that all expenditure is in accordance with:
  - The approved budget; or
  - For expenditure not identified in the budget, a relevant approval in accordance with AWC financial procedures; and
  - AWC policies and procedures.
- Ensure that necessary financial reports are prepared in accordance with AWC policies and procedures, including monthly reports detailing any expenditure from the Imprest account or credit card.
- 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.

#### **12. Management of staff, contractors and volunteers**

Key activities and responsibilities include:

- Effectively lead, develop and support direct reports.
- Responsible for the development of direct reports.
- Work effectively with direct reports to advocate a clear understanding of their roles, responsibilities and milestones to be achieved.
- Monitor progress of direct reports and provide ongoing constructive feedback.
- Accountable for conducting and completing performance reviews for direct reports in line with AWC's performance review process guidelines.
- Coach, counsel and discipline employees (in consultation with HR) where necessary.
- Accomplish results by enforcing systems, policies, procedures and productivity standards.
- Accurate completion of timesheets and other payroll documentation (e.g. new starter paperwork and leave forms) ensuring submission to head office prior to payroll deadlines set.
- As required, co-ordinate, engage and supervise:
  - Other employees;
  - Contractors;



<ul style="list-style-type: none"> <li>○ Volunteers;</li> <li>○ Students; and/or</li> <li>○ Visitors.</li> </ul> <ul style="list-style-type: none"> <li>• Ensure all relevant AWC policies are complied with in relation to the engagement of each of these parties (<i>see section 4 in relation to Volunteers &amp; Risk Management</i>).</li> </ul>
<p><b>13. Mallee Cliffs NP volunteer program</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Advertising appropriate volunteering activities at Mallee Cliffs NP;</li> <li>• Selection of appropriate people as volunteers;</li> <li>• Manage and supervise the volunteers and/or interns when at Mallee Cliffs NP. This may require ensuring science volunteers are appropriately supervised by their Science Team Leader/Supervisor; and/or you directly inducting and supervising operational volunteers;</li> <li>• Liaise with the AWC Head Office (National Operations Support Officer) to ensure all relevant administration of volunteers, including development of agreements, and appropriate liaison with other AWC staff.</li> <li>• Providing volunteers with all necessary information before they travel to sanctuary (location, activities to be undertaken and required level of fitness etc.) is in place prior to volunteer work commencing; and</li> <li>• Ensure supervisory staff members (including you) with volunteers and/or students at Mallee Cliffs NP undertake all necessary and approved induction and training with volunteers and interns prior to commencing any activities. This will include all health and safety issues (<i>see section 4</i>).</li> </ul>
<p><b>14. Assist in AWC's communication, education, and fundraising programs.</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Ensure the provision of information relating to wildlife, ecosystems and management programs, as required by the NSW Operations Manager, for use in the AWC communication strategy.</li> <li>• Establish and maintain effective relationships with: <ul style="list-style-type: none"> <li>○ NSW National Parks and Wildlife staff;</li> <li>○ Visitors;</li> <li>○ Neighbouring landholders and the local community;</li> <li>○ Relevant government agencies, including local government and emergency services; and</li> <li>○ Other stakeholders such as mining companies.</li> </ul> </li> <li>• Assist with the planning, coordination and implementation of events as required (this may include presenting information, and hosting supporters).</li> <li>• Provide information and material for AWC's communication, education and fundraising activities: e.g. for the newsletters, website, media, etc.</li> </ul>
<p><b>15. Other tasks</b></p>
<p>Key activities and responsibilities include:</p> <ul style="list-style-type: none"> <li>• On request, undertake other specified tasks and support other managed areas.</li> </ul>