

Position Profile

Designation:	Chief Operations Officer
Reporting to:	Chief Executive Officer
Supervising:	Permanent staff plus casual staff and contractors
Based at:	Flexible

Organisational context:

The mission of Australian Wildlife Conservancy is the effective conservation of all Australian animal species and the habitats in which they live. AWC currently owns and manages 31 properties spanning more than 6.5 million hectares around Australia, and protects over 1,200 species of mammals, birds, reptiles and amphibians.

The Chief Operations Officer reports directly to the Chief Executive and is responsible for leading, coordinating and supporting operations and land management projects, programs and activities at AWC sanctuaries around Australia.

The Chief Operations Officer is responsible for delivering *effective conservation* at the sanctuaries within the region.

Success in this position (i.e. effective conservation) will be measured by reference to key metrics which track:

- The populations (or other metric) of indicator species.
- The extent to which threatening processes are reduced including:
 - avoiding or limiting wildfires;
 - reducing the density/population of feral animals; and
 - reducing the area of occupancy of invasive weeds.
- The cost at which outcomes are delivered (our aim is to deliver the highest outcomes at the lowest cost).
- The number of recordable safety incidents

Success will also include the ongoing management of relationships with key stakeholders and partners, including NSW Office of Environment & Heritage, Department of Defence, Dambimangari, Willigan, CLC, KLC and sanctuary neighbours.

In order to achieve success, you will need to manage and direct resources efficiently and in accordance with an approved budget and operating plan, informed by science-based strategies. The level of on-ground activity (feral animal control, weed control, fire management) is measured and reported on a regular basis.

You will be responsible for ensuring tight integration between the science team and land management teams across the country to ensure a coordinated and consistent approach to AWC's national conservation mission.

Engagement with key stakeholders and AWC supporters, including through sanctuary events and the operation of visitor programs, and contributing to AWC's communications program are also important functions of this role. In this respect, you need to be a strong advocate for AWC's conservation model and achievements.

Key Functions:

- Ensuring the implementation of safe operating systems across AWC properties
- Be on the Emergency response duty roster, or ensure suitable delegate is in place
- Develop, maintain and enhance operational stakeholder relationships
- Champion the integration of science and land management
- Develop asset and infrastructure investment and development plans
- Ensure cost effective, and best value for money solutions are consistently achieved
- Foster and champion AWC values, and AWC's leadership model
- Develop and report on annual operational plans, budgets and activity metrics
- Ensure consistent project and contract management and scheduling methodologies are adopted and applied
- Consistently work to identify innovative and 'outside the box' solutions
- Working with the Chief Finance Officer on the preparation of budgets, and compliance with AWCs procurement policy
- Encourage cross-sanctuary and region collaboration and resource sharing

Key relationships will include:

- The position reports to AWCs Chief Executive Officer.
- The position supervises AWC Regional Operations Managers, and Sanctuary and Operations managers.
- You will work to develop and maintain a strong working relationship with the Chief Science Officer. 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 also works closely with AWC's Development and Communications team.

Critical Competencies:

1. **Getting things done:** you need exceptional planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
2. **Leading and managing staff:** you need excellent leadership and management skills, including leading, coordinating and supporting remote teams of staff and contractors.
3. **Communications:** Outstanding communication and interpersonal skills, including the ability to establish and maintain relationships with a wide-range of stakeholders.
4. **Strategic planning:** Innovative and strategic, but also enjoy being 'hands-on'.
5. **Practical land management and asset management or comparable skills/experience:** You need to demonstrate knowledge and practical experience overseeing/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 required including:
 - a. The planning, supervision and implementation of large scale infrastructure projects such as fencing and building.
 - b. The management and use of a wide range of plant and equipment.
 - c. 4WD experience in relevant off-road conditions is essential.

6. **Financial management:** demonstrated ability to deliver programs and projects in a cost-effective manner and to manage financial resources including budget management and financial reporting.
7. **Extensive Project and Contract Management skills:** demonstrated ability to manage contracts, including tracking and reporting deliverables, management of costs against budgets, developing and applying project schedules, identify and management contract variations, manage data, write letters and reports, and manage permit/authorization processes.
8. **Information technology:** advanced ability in using standard business software packages (including Word, outlook, Excel, MS Project) is essential.
9. **A passion for conservation:** a passion for, or strong in interest in, conservation.
10. **Willingness to travel.**

Qualifications:

1. Formal qualifications in a relevant discipline would be an advantage, but is less important than demonstrated strong, practical results orientated experience in managing a diverse team across a wide range of projects and operations.

Licenses & Certificates:

1. *Valid* manual driver’s licence.
2. Senior first aid certificate or the capacity to readily obtain.
3. Current Police clearance certificate.

Responsibilities:

<p>1. Lead and manage staff, volunteers & contractors</p> <ul style="list-style-type: none"> • Coach, mentor and develop staff (including remote teams) comprising permanent staff plus volunteers, contractors and casual staff. • Lead employees to meet the organisations expectations for productivity, quality, continuous improvement, living the values and goal accomplishment. Ensure reports have clear milestones/direction against which progress/performance can be measured. • Empower the team to take responsibility for their jobs, delegate responsibility and expect accountability and regular feedback • Lead the team using AWCs performance leadership process, providing effective performance feedback through recognition, regards and where necessary disciplinary action (with assistance from the People team) • Foster a spirit of teamwork, unity and ONE AWC. • In collaboration with the HR Manager, implement development and training plans for operational staff • Champion the use of the Intranet for knowledge management and document sharing • Support and foster innovative thinking amongst staff
<p>2. Develop operational plans and budgets.</p> <ul style="list-style-type: none"> • Oversee the preparation of operational plans for all sanctuaries, including the national operations budget (including those elements relating to Safety or other national programs)

- Oversee the preparation of budgets for key activities including sanctuary management, safety, asset and infrastructure management, fire management, feral animal control, weed control, other landscape restoration tasks, staff training and development, and Heritage management, where relevant
- Ensure AWC obligations and approvals under project agreements are met.

Note: plans and budgets are to be developed in collaboration and consultation with the Chief Science Officer to ensure integration between science and land management.

3. Oversee the implementation of approved operational plans and provide regular progress reports

- Oversee the implementation of the actions set out in approved operational plans (including any contract deliverables), noting the priority areas of asset/infrastructure management, feral animal control, weed control, landscape restoration and fire management.
- Ensure all sanctuaries complete quarterly reports, including activity reports and annual reports detailing progress in implementing the plans. Hold quarterly sanctuary reviews.
- Provide additional progress reports, as requested.

4. Develop and implement strategies addressing significant threats to wildlife and ecosystems

- Working with the Chief Science Officer, and Regional Managers, develop and implement strategies to address key threats to wildlife and ecosystems.

5. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, students, interns, volunteers and visitors

- Ensure the obligations and requirements of the AWC HSE policy is implemented
- Ensure continuous development and improvement in HSE systems, practices, policies and culture
- Ensure safety management plans and safe work systems are implemented and complied with.

6. Develop and maintain assets and infrastructure

- Maintain an Asset Management System ensuring for each site:
 - An inventory of all assets (including fuel) and infrastructure is maintained.
 - The maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles) is carried out in accordance with an approved maintenance schedule.
 - systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.
 - appropriate insurance cover is in place for all assets, as per approved AWC procedures.
- Ensure Sanctuaries manage and co-ordinate staff and contractors responsible for, and as required assist in the delivery of:
 - Fence construction and maintenance (including where relevant, feral-proof fences);
 - Infrastructure development projects (building construction and maintenance); and
 - Road maintenance.

<p>7. Financial management and reporting</p> <ul style="list-style-type: none"> • Deliver activities in the most cost-effective manner in accordance with AWC policies and procedures. • Ensure tendering processes are applied to major purchases and acquisitions. • Ensure that all operational expenditure is in accordance with: <ul style="list-style-type: none"> ○ The approved budget; or ○ For expenditure not identified in the budget, a relevant approval in accordance with AWC financial procedures. • Ensure that necessary financial reports are prepared in accordance with AWC policies and procedures. • Ensure that the collection, recording and banking of any revenue is in accordance with AWC policies and procedures.
<p>8. Government, community and stakeholder engagement</p> <ul style="list-style-type: none"> • Develop and maintain a productive working relationship with all relevant stakeholders including: <ul style="list-style-type: none"> ○ traditional owners and indigenous communities (for example, Dambimangari) ○ pastoral neighbours; ○ Government agencies including national parks and wildlife, fire and emergency services and local government; and ○ the Defence Department. • Develop and implement an Engagement Strategy and a Local Community Strategy at each location to promote the engagement of key stakeholders, including indigenous communities, and the delivery of benefits to local communities.
<p>9. Promote the integration of science and operations (ONE AWC)</p> <ul style="list-style-type: none"> • Support the AWC Science team in developing and implementing strategies/work plans for ecological health monitoring, biological inventory and research. • Integrate science outcomes in the design and delivery of land management activities.
<p>10. Assist in the implementation of an effective information and communications strategy</p> <ul style="list-style-type: none"> • As required, compile and submit information and images for use in relation to all communications products including, Wildlife Matters, website, visitor displays, Agreement requirements. • Ensure Sanctuaries submit regular weekly reports utilising photos and information about operational activities. Oversee compliance of operations staff with AWC's weekly reporting process. • Represent AWC at various public forums, as required, and in accordance with AWC policies and requirements.
<p>11. Assist in the implementation of development and fundraising programs</p> <ul style="list-style-type: none"> • As required, assist in the implementation of development (fundraising) programs. <ul style="list-style-type: none"> ○ Assist in drafting, submission and management of applications for funding. This includes providing information and guidance to content ○ Prepare reports and acquittals.
<p>12. Undertake other tasks, as required</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Conduct other day-to-day tasks as required by the Chief Executive, or the AWC Board.