

Annexure 1 – Position Profile

Designation:	Field Ecologist / Interpretations Officer
Reporting to:	Events Manager and Various Regional Ecologists
Based at:	Perth (with responsibility extending to AWC sanctuaries and other locations throughout the year).
Role duration:	Temporary Full Time <i>You will be asked to participate in guiding and interpretation at AWC's events and to support AWC's science team as required.</i>

Organisational context:

Australian Wildlife Conservancy is one of the world's largest conservation organisations, delivering and influencing effective conservation across more than 12.9 million hectares in iconic regions such as the Kimberley, Cape York, Kati Thanda-Lake Eyre and the Top End. 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:

- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.
- **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.
- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.

One-AWC 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 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

Field Ecologist and Interpretation Officer Job Description:

One of the most exciting and rewarding events roles in Australia, this is a rare opportunity to use your practical communication, guiding and science skills as part of a team protecting the spectacular Australian landscape and its threatened wildlife.

Reporting to the Events Manager, and when appropriate, under the direction of the Regional Ecologist, this role is an important link between the Development / Communications team and the Science and Operations teams.

This role focuses on:

- Delivering a broad range of tours (for VIP guests, AWC supporters, corporate partners and the general public).
- Delivering AWC presentations.
- Assisting with the planning and execution of complex events hosted at various AWC sanctuaries.
- Assisting in the implementation of a program for measuring the ecological health of AWC sanctuaries
- Assisting in the development and implementation of biodiversity research programs.
- Assisting with the collection, management, analysis and presentation of data and other information
- Assisting with the development and/or review of reports, proposals, strategies and/or protocols

Qualifications:

- A degree in ecology (or equivalent) to Honours level is essential.
- Qualifications and training in education or tourism - together with practical experience and a good track record of providing quality outcomes would be highly regarded.

Critical competencies:

- Outstanding communication skills, including the ability to:
 - Present AWC's mission, key messages, strategies and science and land management programs to supporters and prospective supporters;
 - Provide effective interpretation about Australia's unique biodiversity and AWC's activities around Australia to AWC's supporters and prospective supporters;
 - Prepare reports and draft publications.
- Very well-developed interpersonal skills, including the ability to:
 - Work effectively as part of a small team of ecologists;
 - Work well with other staff (e.g. development and operations staff), with a range of backgrounds;
 - Manage other personnel as relevant to the position, including Interns, contractors and volunteers;
 - Develop and maintain relationships with supporters.
- Good knowledge of issues associated with the conservation of Australian ecosystems, including the:
 - Functioning of Australian ecosystems;
 - Conservation of threatened species;
 - Impacts of threatening processes and ways of mitigating those impacts; and
 - Principles and practice of reintroduction biology.
- Well-developed field skills and experience in ecological survey work, including in
 - Animal trapping, identification and handling,
 - The use of camera traps; and
 - Other fauna and flora survey work, such as the use of acoustic monitors and telemetry.
- A capacity to undertake extended event and fieldwork, including:
 - Ability to work independently and under limited supervision;
 - Willingness and capacity to live and work for extended periods in remote locations;
 - Practical skills in relation to the maintenance of conservation equipment; and
 - An ability to improvise and problem solve, developing solutions with limited resources.
- A strong work ethic and an ability to work closely with a multi-disciplinary team.
- The ability to "self-start" and be flexible in your work hours to meet operational requirements of the role
- A natural desire to take ownership of your role.
- Good organisational and logistical skills, including the ability to prioritise and execute several tasks in an efficient manner.

- Competence in data collection, management and analysis, including the use of relevant computer software packages. Competency with MS Excel, Word and PowerPoint software packages.
- Thorough understanding and awareness of safety issues and a willingness to implement them – both relative to the hospitality/tourism industry, and in working in a remote location.
- Experience living and working in a remote environment.

Licenses & Certificates:

- A current valid Australian (or recognised international license) manual driver's license, with experience in 4WD/off-road conditions is essential.
- Current first aid certificate (essential), senior and/or remote first aid (desirable).
- National police clearance certificate.

Inherent requirements of the role:

- Experience in tourism, tour-guiding or public speaking (to a wide range of people).
- Excellent communicative skills to ensure that the AWC messages are consistently delivered across all visitors.
- Have a background or interest in nature conservation (an interest in bird watching is desirable).
- The execution of tasks associated with the position involves extensive fieldwork, which can be for extended periods in remote locations away from an established field base. Experience living and working in a remote environment will be well regarded (but not essential).
- The working environment at this time is predominantly outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting surveys.
- The execution of tasks associated with the science program component of this position will involve fieldwork in remote locations and can sometimes be away from an established field base, often in isolated locations working alone. The working environment will be predominantly outdoors and often in the extremes of weather – hot and wet and/or dry. The position can be physically demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. In addition, the applicant will conduct periods of office work, planning and supervising projects. The successful applicant must be physically capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.
- Flexibility in hours of work to meet operational requirements of the role.

Responsibilities:

1. Science practice
<ul style="list-style-type: none"> • Actively protect the integrity of AWC's science program, by adopting, promoting and helping maintain high standards of scientific practice
2. Leadership
<ul style="list-style-type: none"> • Promote AWC values in your team and in your dealings across the organization and with stakeholders • Develop constructive relationships with the AWC staff across the organisation, seeking to develop and maintain a 'One-AWC' approach, resolving constructively any issues that may arise • As delegated, manage a small team of ecologists and/ or interns and volunteers in the field
3. Working with the Senior Development team, assist with supporter engagement and recruitment efforts
<p>As required:</p> <ul style="list-style-type: none"> • Attend meetings or functions to engage with supporters and prospects on AWC's activities. • Deliver presentations to supporters, prospective supporters and interest groups. • Respond to donor or prospect enquiries such as in response to AWC's webinar programs. <p>As required, source and deliver informative materials for AWC's communication, education and fundraising activities such as:</p>

<ul style="list-style-type: none"> • Weekly reports for the AWC website; • Information for donor emails, newsletters, website, media etc; • Answer questions in response to AWC's webinar series.
4. Working with the Senior Development team, assist with the design, preparation and delivery of AWC's supporter event programs
<p>Key activities and responsibilities include delivering or assisting with:</p> <ul style="list-style-type: none"> • The development of supporter event programs: logistics and interpretation materials. • Planning and executing high level events for AWC supporters and prospects at AWC sanctuaries, including coordinating with AWC's science, operations and development teams to: <ul style="list-style-type: none"> ○ Manage event logistics including preparation, set-up and delivery; ○ Develop and deliver event schedules; ○ Design, test, refine and deliver event activities (e.g. walking tracks, 4WD tours, birdwatching tours), ensuring hospitality arrangements are in place. ○ Prepare and deliver presentations at events as required. • Preparing communications and interpretive materials for events. • Guiding supporters and prospects on events and delivering interpretation programs to VIP guests. • Networking with event participants. • Ensure assets, including tour vehicles and accommodation assets, are maintained and presentable.
5. Assist in the implementation of AWC's ecohealth measurement program and biodiversity surveys
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Implement ecological surveys consistent with AWC's ecohealth monitoring plans: <ul style="list-style-type: none"> ○ Conduct wildlife surveys using a range of techniques and methods. ○ Ensure survey work is conducted in accordance with AWC policies and relevant permits ○ Contribute to the collection and management of biological data, samples and specimens • Help analyse data and prepare survey reports, ecological health reports and scorecards
6. Assist in the implementation of biodiversity research programs
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist in implementing approved research projects • Assist in the administration of all research projects including obtaining approvals, data management and reporting
7. Assist with reintroductions of threatened mammals
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As relevant, assist in planning, implementing and monitoring the reintroduction of locally extinct mammals to AWC sites, including (as relevant): <ul style="list-style-type: none"> ○ Sourcing animals for reintroduction ○ Conducting the translocation and release of animals ○ Undertaking post-release monitoring and research.
8. Ensure the collection, management, analysis and presentation of data and other information
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure data from surveys and research projects are collected and stored appropriately, including data collected by external partners and students.

<ul style="list-style-type: none"> • Perform data analysis and contribute to preparation of reports. • Provide information on AWC's science program to other AWC staff, for example: <ul style="list-style-type: none"> ○ Land managers, to assist in the development of conservation and land management strategies. ○ Communications and development staff, to assist AWC's communications and fundraising strategies. • Provide information on AWC's science program to external agencies, partners, recovery teams, etc. as requested by the relevant Regional Ecologist.
9. Assist in the development and implementation of land management strategies
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Contribute to the development of work plans to implement conservation and land management activities and assist in the reporting of outcomes. • Assist in the implementation of conservation and land management activities, as relevant
10. Assist with the management of equipment and materials
<ul style="list-style-type: none"> • Contribute to the maintenance of equipment used by the science team, including traps, animal handling gear, electronic equipment, computers, communications gear, books, GPS, vehicles etc. <ul style="list-style-type: none"> ○ Help maintain an inventory of science assets; ○ Ensure proper care, use, cleaning, repair, storage and security of assets.
11. Administration
<ul style="list-style-type: none"> • Ensure that all relevant expenditure is in accordance with AWC policies and procedures. • Ensure required financial records and paperwork are retained and submitted as required. • Maintain other records and diaries relating to the discharge of your duties.
12. Assist in the implementation of AWC's internship and volunteer programs
<ul style="list-style-type: none"> • Work with other AWC ecologists to assist with the selection, management and supervision of volunteers and Interns. • Ensure Interns and volunteers are provided with a suitable induction and training program that includes health and safety.
13. Community and stakeholder engagement
<ul style="list-style-type: none"> • Help develop and maintain productive working relationships with the local community, partner organisations, government agencies, the broader conservation community, and other stakeholders • Work with Traditional Owners and Ranger Groups, as relevant, to conduct surveys. Act with respect towards Indigenous culture and people.
14. Ensure appropriate management of risks in relation to health and safety
<ul style="list-style-type: none"> • In accordance with the requirements of the National Operations Manager and the Chief Science Officer, undertake risk assessments and prepare risk management plans for operations at each site. The risk assessments and management plans must protect the health and safety of everyone on sanctuary including you, other staff, contractors, volunteers and visitors. • Implement and comply with the provisions of the approved risk management plan. • Ensure Safety Management plans and safe work systems, as approved by the National Operations Manager, are implemented and complied with • In particular:

<ul style="list-style-type: none"> • Ensure that you and all staff, contractors and/or volunteers have adequate training before using plant, equipment, tools and/or vehicles. • Ensure emergency procedures are developed and posted in appropriate locations. • Ensure staff members have up-to-date first aid certificates. • Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.
15. Ecological sustainability
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Undertake activities in a manner consistent with the conservation values of AWC and promote a culture of ecological sustainability. • Allow visitors the transparency of seeing how AWC promote environmental care in all aspects of operations. • Become familiar with and conduct tours following the principles of the bushwalking code, based on the principles of 'Leave No Trace'.
16. Other tasks
<ul style="list-style-type: none"> • Establish and maintain effective relationships with visitors, neighbours, land management and research agencies, and other stakeholders. • On request, undertake other specified tasks, at various AWC Sanctuaries and other locations, as requested by your manager and AWC's Executive. • Conduct other tasks as required to ensure the effective conservation of AWC sanctuaries and partnership sites • Comply with all AWC policies and procedures.