

Position Profile

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| Designation: | Land Management Officer |
| Reporting to: | Operations Manager |
| Supervising: | From time-to-time AWC staff, volunteers and a range of contractors who may assist in the execution of the duties listed below. |
| Based at: | Scotia Wildlife Sanctuary |

Organisational context:

Australian Wildlife Conservancy (AWC) 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.

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

Located on the NSW-SA border, around 150 kilometres south of Broken Hill, Scotia Wildlife Sanctuary is dominated by majestic old-growth mallee woodlands and stunning red sand dunes. The sanctuary is nearly

65,000 ha in size, placed within the Murray Mallee subregion of the Murray Darling Depression Bioregion and is one of the most important nature reserves in the Murray-Darling basin. Together with adjacent reserves in NSW and SA, it helps protect one of the largest areas of intact mallee woodland in Australia.

The sanctuary contains one of the largest fox and cat-free areas on mainland Australia, and is home to some of the largest remaining populations of threatened mammals such as Bilbies, Numbats, and Bridled Naitail Wallabies. Outside the feral predator-free area, AWC's land management protects a wealth of other inland biodiversity, such as a diverse population of small mammals, including threatened species such as the Southern Ningauai and Bolam's Mouse. There are over 170 bird species such as Malleefowl, Major Mitchell's Cockatoo, Scarlet-chested Parrot, Striated Grasswren, Pied Honeyeater and Chestnut Quail-thrush, and over 50 reptiles including threatened species such as the Western Blue-tongue and the Marbled Delma.

Reporting to the Operations Manager, the Land Management Officer will be a practical person with a passion for saving Australia's wildlife and landscape and will require knowledge of and be able to demonstrate experience in the delivery of land management programs for conservation including fire management, weed and feral animal control. You will need to be well-organised and be able to use and maintain of a wide array of plant, equipment and tools. Appropriate trade experience as well as bush firefighting and/or training would be desirable.

The LMO will also 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 region. The LMO will be capable of facilitating day to day activities and 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.

Critical Competencies:

1. A broad knowledge of trade skills (building, mechanical, fencing, plumbing, welding & electrical) is desirable, including the ability to carry out routine tasks and maintenance.
2. Demonstrated knowledge of feral animal control techniques (trapping, tracking etc), particularly for feral predators.
3. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
 - a. Implementation of the approved asset and infrastructure maintenance program (building, fencing, road maintenance and repair, etc.).
 - b. Ability to use a wide range of plant and equipment including carrying out routine mechanical repairs to:
 - i. 4WD's, side-by-side ATV, grader, dozer, loader, tractors etc.
 - ii. Generators, pumps etc.
 - iii. Power tools including chainsaws, welders etc.
 - c. General infrastructure projects including construction, fencing and building.
 - d. Certificates or training credentials for high risk equipment must be supplied.
4. Knowledge of practical land management programs including:

- a. Fire management
 - b. Weed control programs
 - c. Feral animal control programs
5. Understanding of and interest in Australian ecology and conservation issues.
6. Demonstrated planning and organisational skills including the ability to prioritise and execute a number of tasks in an efficient manner.
7. The ability to improvise and problem-solve, developing practical solutions with limited resources.
8. Willingness and ability to work independently without supervision or as part of a small team, as required.
9. Basic/intermediate computer skills including Word, Excel and email (desirable).
10. Experience of working and living in a rural/remote area.

Qualifications:

1. Relevant trade/ TAFE qualification (desirable).
2. Practical experience in delivering 'on-ground' results is more important than formal qualifications.

Licenses & Certificates:

1. A *valid* manual driver's licence with 4WD experience in difficult conditions is essential.
2. A current NSW firearms licenses (desirable)
3. Experience operating agricultural machinery such as trucks, tractors etc and relevant licenses, where required.
4. Bushfire control training and experience (desirable).
5. Current first aid qualifications.
6. National police clearance certificate.

Inherent requirements of the role:

The execution of tasks associated with this role will involve extensive fieldwork in remote locations often away from an established field base, where you should expect to spend time camping in very remote locations in order to enable the efficient delivery of programs. The working environment is outdoors and often in the extremes of weather. The position will be physically demanding when undertaking field/operational tasks and will require 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 remote locations in order to carry out the inherent role responsibilities.

Responsibilities: Under the direction of the Operations Manager, or in their absence, the direction of the Regional Operations Manager, undertake the following activities. The majority of these activities will be undertaken in collaboration with other staff.

1. Maintain assets and infrastructure

Key activities and responsibilities:

- Ensure the approved inventory of assets and infrastructure is maintained.
- Undertake maintenance of assets and infrastructure per the approved maintenance schedule, to:
 - Buildings and associated services such as waste management
 - Roads, airstrip, walking trails, fire-breaks, campgrounds etc

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| <ul style="list-style-type: none"> • Fence removal • Ground maintenance • Good understanding of data collection software and GIS mapping. • Record all maintenance activity per approved AWC procedures, including recording the use and replacement of assets such as fuel, equipment and maintenance supplies. |
| 2. Land management & research activities |
| <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In accordance with the approved operational plan, 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 • Carry out 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 controlled burning per the approved plans, including fire scar data collection and assisting with wildfires. • 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 NP; and • Participating in and providing support to scientific staff in relation to conducting baseline biodiversity surveys. • Assist in reporting on the effectiveness of AWC's land management strategies in abating relevant threats and protecting wildlife and ecosystems. |
| 3. Improvement, installation and planning of new infrastructure and assets |
| <p><i>A significant part of this project is the establishment of a large fenced area, and operational base. The LMO will be expected to be a significant contributor to the delivery of these projects.</i></p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In line with the approved budget and the operational plan, develop plans for new infrastructure as required, including: <ul style="list-style-type: none"> • Obtaining quotes • Competitive selection process • Supervision of contractors/suppliers |

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| <ul style="list-style-type: none"> • Organising the purchase and ordering of new assets in accordance with AWC's purchasing policies and budget constraints; and • Where appropriate, construct and establish new infrastructure. |
| 4. Administration, finance and 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. |
| 5. Supervision of staff, volunteers and contractors |
| <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 NP 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. |
| 6. Volunteers, visitors and fundraising |
| <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist with the volunteer program including: <ul style="list-style-type: none"> • Following the approved volunteer recruitment and induction procedure which includes: <ul style="list-style-type: none"> • The selection of appropriate people as volunteers • Volunteers are given relevant information before travelling to the NP (e.g. on conditions, the tasks they will be asked to perform etc) • Volunteers are managed appropriately while on the NP • Assist with the implementation of the approved visitor strategy, as amended from time-to-time. • Develop, 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 |
| 7. Safety and Risk Management |
| <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • 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 NP 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.
- 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.

8. Undertake other tasks, as required

Key activities and responsibilities:

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