



Job Title:	Ranger Coordinator (Kenbi)	Position No:	N40
Group:	Land and Sea Management	Service Area:	Caring For Country Branch
Classification Level:	Professional Stream – Professional 2 (PO2)		
Reports to:	Regional Program Coordinator	Direct Reports:	Kenbi Ranger Team
Location	Cox Peninsula	Date Approved:	January 2024

POSITION OVERVIEW

The Ranger Coordinator (Kenbi) position is responsible for working closely with NLC Caring for Country (CFC) Service Manager and CFC Program staff, ensuring that the integration of Traditional Owner insights and stringent WH&S standards are at the forefront of all land and sea management activities.

This role is pivotal in conducting in-depth consultations with Traditional Owners to understand and prioritize their interests and goals for the Kenbi Aboriginal Land Trust. These consultations are crucial for shaping the planning and implementation phases of land and sea management projects.

Additionally, this position demands a strong commitment to Work Health and Safety (WH&S). The incumbent will be responsible for fostering a culture of safety and wellbeing, ensuring all activities comply with WH&S policies and legislations. This includes leading by example, promoting safety initiatives, and ensuring that all operations on the Kenbi Aboriginal Land Trust are conducted in a manner that prioritizes the health and safety of the team and the community.

KEY RESPONSIBILITIES & ACCOUNTABILITES

LEADERSHIP

- Lead by example and demonstrate commitment to the sections service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction with the section.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area / Section priorities and objectives, within a framework that drives accountability and achievement.
- Ensure service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

STAKEHOLDER RELATIONSHIPS

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model and section deliverables.
- Build and maintain relationships with all relevant internal and external stakeholder to ensure compliant and effective delivery of unit service deliverables and fee for service contracts.

PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
 - recruitment of vacant positions in the section
 - the performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
 - the rostering of resources, timesheets and leave approval
 - actively supporting relevant Learning and development activities to enhance the service delivery of your team
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies.

WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain unit compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified in a timely manner
- Promote and support organisational work health and safety initiatives

UNIT OPERATIONS

- Lead, coordinate and monitor the units operational service outcomes and performance in accordance with Kenbi ranger operational plans and NLC requirements.
- Consult with Traditional owners and NLC constituents to develop, implement and deliver on Kenbi ranger annual work plans.
- Supervise all operational works associated with the Ranger Station such as but not limited to: -
 - Weed management activities
 - Fire management activities
 - Sea country patrols and marine monitoring activities
 - Fee for service contracts
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to support unit and staff performance to standards required.
- Ensure all team members are adhering to all relevant compliance, governance, legislative and organisational requirements and standards.
- Maintain unit associated administrative and record keepings task to standard
- Complete all unit performance reporting and other reporting requirements to standard and within required timeframes.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum Certificate IV level Tertiary qualifications (for example: Conservation and Land Management) in a relevant field or extensive relevant and equivalent experience
- Minimum of two (2) years relevant supervisory experience leading a team
- Sound knowledge and understanding of Aboriginal land and sea management issues, and opportunities and constraints affecting Aboriginal people's involvement.
- High level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Previous experience in undertaking Traditional Owner consultations and in the development of land and sea management projects, ideally with Aboriginal people but other cross-cultural experience may be relevant).
- Sound written communication skills including submissions, business communication and reporting
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs
- A current NT drivers' licence.

DESIRABLE REQUIREMENTS

- Diploma in Conservation and Land Management
- Experience in project management, including the development of funding applications, budgets and reports to a variety of audiences.
- Experience in business/contract management with external stakeholders.

