



POSITION DESCRIPTION

Position Title:	Land & Environment Projects Officer
Level:	Salary Range: \$61,022 - \$79,872 per annum
Reporting To:	Regional Ranger Coordinator
Date Reviewed:	May 2019
Locations:	Cairns / Mornington Island
Current Incumbent:	Vacant

Position Summary:

This position sits within CLCAC's Land and Environment Unit. The purpose of the position is to provide support to the Indigenous Ranger Unit based on Mornington Island.

Working directly with the IPA Project Facilitator the position will support the activities of the Kaiadilt, Lardil and Yangkaal (Wellesley Islands) Rangers by assisting the IPA Facilitator in the development and implementation of strategies, programs and projects.

Eligibility / Skills / Qualifications / Experience:

Essential:

1. Demonstrated experience and confidence in working with Aboriginal communities, managing small teams and/or coordinating on-ground natural and cultural resource management projects, preferably with Indigenous organisations in remote regions of Australia;
2. Tertiary level qualifications in Environmental Resource Management, Environmental Science, Fire Ecology or equivalent;
3. Demonstrated understanding and knowledge of Aboriginal communities in Northern Australia and willingness to commit to community training and development;

4. Experience in working independently with minimal supervision in a remote area and demonstrated capacity to remain focused, positive and organised in a challenging work environment;
5. Good communication, negotiation and community consultation skills including ability to work with an advisory group and as a member of a team;
6. Demonstrated experience in project administration and finance management including grant writing, reporting and acquittals;
7. High level computer literacy and proven experience managing emails and other documents (where relevant provide detail of experience with specialised software); and
8. Current 'C' class driver's licence and Blue Card Positive Notice "Working with Children" (WCC) or the ability to obtain one.

Desirable:

- Experience working with Indigenous land managers, rangers and/or IPAs;
- Understanding of native title and land tenure and community governance;
- Technical or trade skills relevant to the ranger program (i.e. construction, fire and weed management, GIS, cultural mapping, plant and animal identification, small engine maintenance);
- Experience working with community development in a cross-cultural setting.

Key Responsibilities

Strategic Planning & Administration:

In consultation with the IPA Facilitator:

- Assist with developing the capacity of Indigenous Rangers in monitoring, evaluation, and scientific methodology;
- Assist with responsible and effective financial management of an annual budget and fee for service income, including providing the Ranger Coordinator with timely budget information to assist with program delivery and planning;
- Assist with the development and drafting of funding applications;
- Contribute to the development of strategic plans for the Land and Environment Unit;
- Assist with the movement towards financial sustainability for the land and environment program through the promotion and coordination of fee for service arrangements;
- Assist with the preparation of written correspondence, project and progress reports.

Project Management

In consultation with the IPA Facilitator:

- Complete annual work plans that demonstrate tangible year to year improvements on priority work goals and continually evaluate and modify work plans in accordance with emerging needs;
- Facilitate the integration of Traditional Ecological Knowledge with contemporary natural resource management practice in on-ground activities;
- Assist to maintain an effective team of Indigenous rangers, including the development and implementation of individual training plans to achieve professional skills and competencies;



- Monitor progress against agreed work plans and make timely adjustments when required to ensure all project outcomes are met.

Community Engagement

In consultation with the IPA Facilitator:

- Engage and consult with Traditional Owners, PBCs and native title holders in relation to ranger activities and projects;
- Build and maintain strong relationships with key stakeholders such as pastoralists, local government and other agencies;
- Contribute to the development and dissemination of education, awareness-raising and publicity materials e.g. newsletter articles, Facebook posts, website /storyboard up-dates that support the effective implementation and ongoing funding of the CLCAC's Land & Environment Projects.

Compliance

In consultation with the IPA Facilitator:

- Comply with CLCAC's Policies and Procedures and Occupational Health and Safety Plans;
- Take reasonable care for your own and other's health and safety;
- Comply with any instructions given to you to ensure health and Safety in the Workplace;
- Use equipment correctly and promptly report any identified faults, hazards, incidents or injuries to your Supervisor;
- Assist in the maintenance and up-keep of data-bases, electronic files and asset management systems;
- Assist in the completion of incidents / accidents and reporting and submit to your Supervisor as required.

Special Conditions

- Must have a C Class Drivers Licence;
- Must have a Working with Children Bluecard or willing to obtain;
- Some out of hours work, including weekends;
- Some intra / inter-state travel; and
- Some remote travel on country and camping will be required from time to time.

